

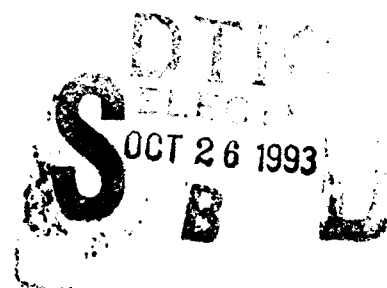
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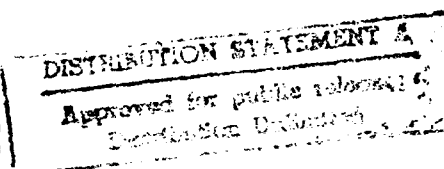
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# FEDERAL LOGISTICS INFORMATION SYSTEM



## AUTOMATED MAILING LABELS SYSTEM (AMLS) FLIS PROCEDURES MANUAL

JULY 1993



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FOREWORD

This is one of the volumes (see backside of cover for listing) which comprise the *FLIS* Procedures Manual. It is published under the authority of Department of Defense Directive 4100.39, *Federal Logistics Information System (FLIS)*, and contains information on the Automated Mailing Labels Systems (AMLS).

All interface actions between the Defense Logistics Services Center (DLSC) and the Military Services/Agencies will be submitted in accordance with the procedures contained in chapter 1.4.

Changes to this volume will be provided through *FLIS* Advance Change Notices (ACNs) and/or quarterly numbered changes in accordance with section 1.1.4.

This volume is prepared and maintained by the Defense Logistics Services Center, Federal Center, Battle Creek, Michigan 49017. Responsible program manager directorates for all narrative are listed in the Table of Contents for Total Manual. When a point of contact cannot be determined, technical questions may be directed to the DLSC Customer Service Office in accordance with chapter 1.6, or administrative comments and inquiries may be directed to DLSC-RP.

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Commander  
Defense Logistics Services Center

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## GENERAL

**18.1.1 General.** This chapter of the Automated Mailing Labels System (AMLS) End-User's Manual (EM) provides general information pertinent to the preparation of this document.

**18.1.2 Purpose of the End-User Manual.** The purpose of the AMLS EM is to provide necessary information for functional End-Users to use AMLS effectively. AMLS component of the *FLIS*, DLAH00-90-C-0004, is designed to provide DLSC customers with easy access to the computer system, End-User-friendly screens to retrieve and update data during work sessions, and the ability to access other *Federal* Logistics Information System (*FLIS*) Applications as needed.

**18.1.3 Organization of the AMLS EM.** The organization of information presented in this EM conforms to the guidelines stated in DoD-STD-7935A, *DoD Automated Information Systems (AIS) Documentation Standards*. The information includes a nontechnical presentation of the overall AMLS Application inclusive of its anticipated performance, its environment, and contingency modes of operation. Attention has been given in Chapters 3 through 8 of this manual, to include required information for learning the application and to ensure that the End-Users will have a ready reference manual for future use.

**18.1.4 Purpose of the System.** AMLS allows the End-User to maintain, publish, and update customer addresses, product listings, and reports. AMLS verifies on-line the Master Address Code (MA), Associated Address Code (AA), and AA Code/Distribution List Number (DLN), on-line to make sure information is not duplicated. The verification process occurs during End-User updates. These subsystems are identified and explained in Chapter 2 of this manual.

**18.1.5 References.** This paragraph identifies *FLIS* Reference documents used to create the End-User's Manual.

- a. *FLIS* System Functional Description, Revision 2, 06 September 1990, GDS.
- b. AMLS Functional Description, Revision 4, dated 15 March 1991, GDS.
- c. AMLS Functional Description, July 1989, DLSC.
- d. *FLIS* System/Subsystem Specification (S/SS), Volume 1, Revision 4, dated 07 February 1992.
- e. AMLS System/Subsystem Specification, Volume 5, Sections 1-4, Revision 3, dated 24 February 1992.

**18.1.6 Terms and Abbreviations.** A glossary of terms and abbreviations is provided in Appendix A of this document. The terms and abbreviations used in this manual include acronyms, unavoidable technical terms, and words unique to the *FLIS* environment. It does not include definitions for screen field labels as they are defined within the instructional information provided in Chapters 3 through 8 of this manual.

**18.1.7 Security.** Restrictions that apply to the use of the AMLS Application are explained in Chapter 3, paragraph 18.3.4, Access Control. These restrictions are applied to safeguard sensitive data stored in *FLIS*. End-Users who are provided with access to the AMLS Application should be aware of penalties which may be levied for making unauthorized copies of sensitive material.

## CHAPTER 2

## SYSTEM SUMMARY

**18.2.1 System Summary.** This chapter provides a non-technical presentation of information on the overall system. Detailed technical information; i.e., how to use the Automated Mailing Labels System (AMLS) Application, is presented in other sections of this manual.

**18.2.2 Overview.** The AMLS Application is a component of an automated customer service system provided by the Defense Logistics Service Center (DLSC). The AMLS system provides the capability to produce mailing labels for product distribution. If AMLS fails, then potential distribution of DLSC products may be halted. AMLS was designed, developed, and implemented as part of an overall modernization effort at DLSC which was undertaken to address End-User considerations. These considerations include reliability, transparency where possible, seamless integration, quick response, single End-User interface, interoperability, connectivity, availability, and growth. AMLS accomplishes these tasks by providing timely responsiveness for customers, increasing reliability and performance, increasing responsiveness to change, and reducing dependence on hardcopy.

The **Federal Logistics Information System (FLIS)** is a centralized, large-scale, fully-integrated mainframe system. As a part of this System, AMLS provides the on-line software designed to permit easy access to volumes of information stored in the **FLIS** databases. AMLS provides End-Users with End-User-friendly, help-responsive, interactive screens from which data is requested and then displayed.

**18.3.1 Application Summary.** The AMLS Application provides the abilities to produce mailing labels and maintain a Product mailing list. AMLS is comprised of six subsystems:

Inquiry (MLINQM)

Update Address and Distribution (MLUPDM)

Label Request (MLIBLM)

Report Request (MLRPTM)

DLSC Program Management (MLMGTM)

Batch Processing (Authorized Users Only)

Figure 2.1.1-01 graphically shows these subsystems. AMLS interfaces with other **FLIS** Applications. One interface is with the Data Retrieval (DR) Application to print labels as required. AMLS also interfaces with Information Dissemination (ID) to print labels on a regular cycle and schedule basis. The third interface is with LOGRUN for customer service information.

a. **Inquiry Subsystem.** This subsystem allows the End-User to access the logistics database to acquire information concerning Master Addresses (MAs), Associated Addresses (AAs), Product Distribution, and to view an address in label format. While employing the Inquiry subsystem, the End-User has the following data access options.

- (1) Display DLN Information
- (2) Display Specific DLN
- (3) Display Master Address (MA)
- (4) Display Associated Address (AA)
- (5) Display Address by Text Search

Instructional information for the Inquiry Subsystem is explained in Chapter 4 of this manual.

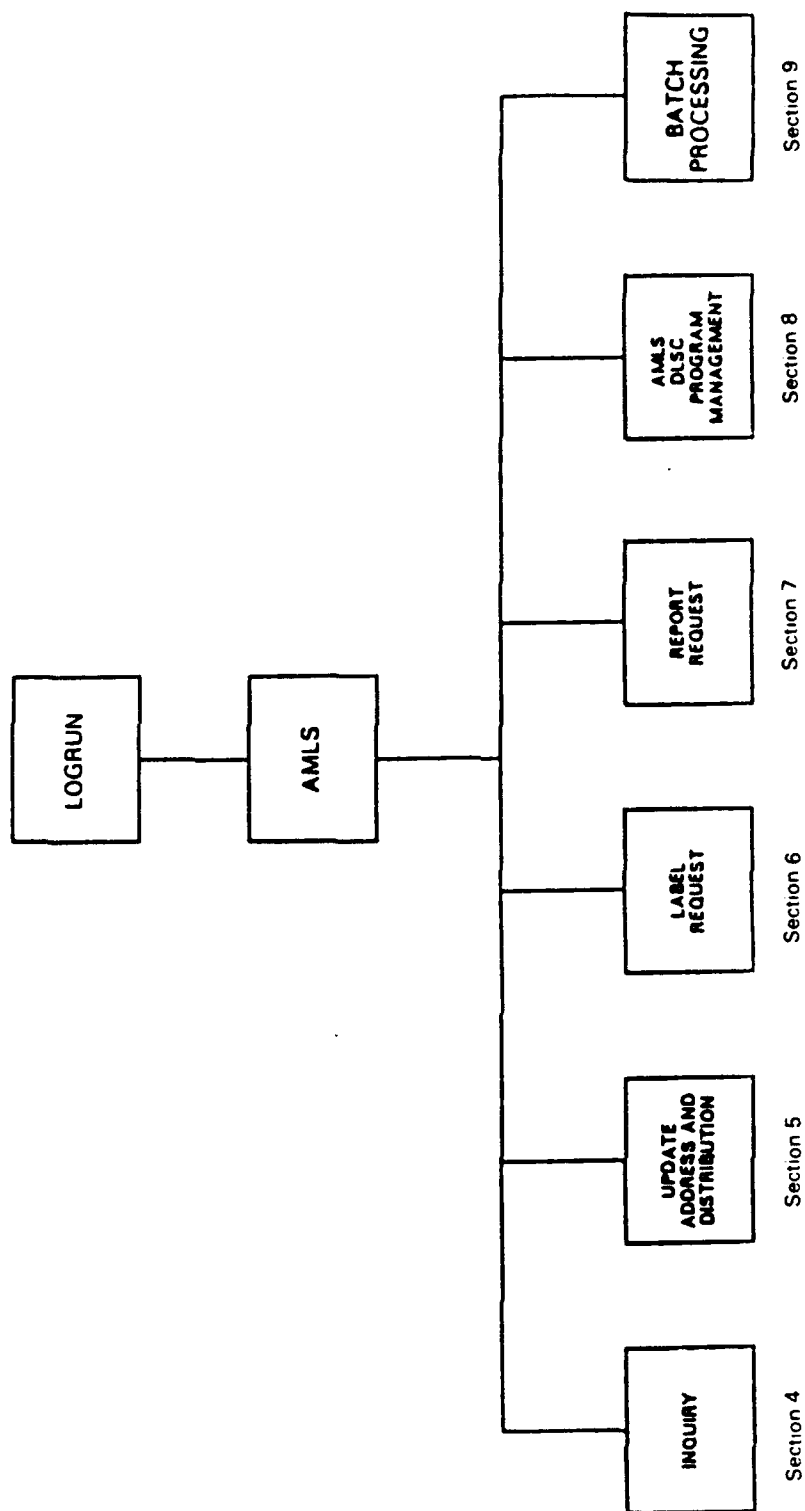
b. **Update Address and Distribution Information Subsystem.** This subsystem provides the End-User with the capability to access the AMLS portion of the Logistics database to add, modify, or delete individual MAs, AAs, and Product Distribution information. While employing the Update subsystem, the End-User has the option to add, modify, or delete data as follows:

- (1) Update Master Address
- (2) Update Associated Address
- (3) Update Distribution
- (4) Global Change

The Update Subsystem is explained in Chapter 5 of this manual.

c. **Label Request Subsystem.** This subsystem provides the End-User with the capability to update the AMLS Request Parameter database. By updating the parameters, the End-User states the information required to produce standard or tailored labels as needed. While employing the on-line Label Request subsystem, the End-User has the following options:

- (1) Display Status of Requests
- (2) Enter a Request for Standard Labels
- (3) Delete a Request for Standard Labels
- (4) Enter a Request for Tailored Labels



DLSC BC 2278A-JL

Figure 2.1.1-01 AMLS Application Overview

The Label Request Subsystem is explained in Chapter 6 of this manual.

d. **Report Request Subsystem.** This subsystem provides the End-User with the capability to update the AMLS Request Parameter database. These parameters are used by the subsystem to produce standard or tailored reports as needed. While employing the online Report Request Subsystem, the End-User has the following options:

- (1) Display Status of Requests
- (2) Run DLN List
- (3) Run DLN List with Service Entities
- (4) Run List of Addresses
- (5) Run List of Addresses and Distribution
- (6) Enter Tailored Report Fields
- (7) PC Download Extract

Instructional information for the Report Request Subsystem is explained in Chapter 7 of this manual.

e. **AMLS DLSC Program Management Support Subsystem.** The End-User selects the Service Entity in which to operate, delete Request Parameters, maintain Product Information, and define a Label Format. While employing the AMLS DLSC Program Management Support subsystem, the End-User has the following options:

- (1) Display Status of Requests
- (2) Select Service Entity
- (3) Delete Request Parameter
- (4) Product Maintenance Information
- (5) Define Label Format Information

The AMLS DLSC Program Management Support Subsystem is explained in Chapter 8 of this manual.

f. **Batch Subsystem.** This subsystem is not applicable to the average End-User. You must have special clearance capability in order to execute any of the cyclical or ad hoc procedures of this system.

- (1) Peak Processing of Label & Ad Hoc Report Requests if Priority Indicator Code is 1 or 2.

- (2) Off-Peak Processing of Label & Ad Hoc Report Requests if Priority Indicator Code is 3 or 4 or blank.

- (3) Ad-Hoc Mass Load of Address and or Distribution Information.

**18.2.4 Performance.** System responses to the End-User will be governed by two factors. These factors are divided into two categories: processing time and network time.

a. Processing time is the amount of time required by the computer to perform the request. For simple transactions, such as simple inquiries and updates, the maximum processing time is four seconds. For complex transactions, the maximum processing time is eight seconds. For transactions requiring large output or numerous screens, the maximum time is five minutes.

b. Network time is the length of time required to send the End-User's request to *FLIS* and return the results. This will vary depending on the type of physical connection the End-User has with *FLIS*.

End-Users who experience long delays should contact the DLSC Customer Service Office, (AV) 932-4725, (FTS) 552-4725, Commercial (616) 961-4725.

**18.2.5 Controls.** Numerous controls have been built into *FLIS* and AMLS. These controls safeguard system information to ensure that only authorized End-Users can access data. Each of the controls, which are listed below, are explained fully for the End-User in other sections of this manual.

User-IDs and Passwords

Screen access and useability

Terminal restrictions

**18.2.6 System Environment.** AMLS resides on an IBM 3090 Mainframe and runs under MVS/ESA, CICS, and DB2. The software units that comprise the AMLS application have been created using a COBOL Program generator called Application Productivity Software (APS). APS has been used to build the screens and provide the processing capabilities the End-User employs. This environment supports multiple remote access terminals around the world.

a. **Hardware Required.** The hardware required by an AMLS End-User creates a workstation. The workstations may be local or remote and are composed of the following units.

(1) a terminal or microcomputer (connected to the central computer at DLSC)

(2) a keyboard

(3) a printer (the printer may be shared with other workstations and, as such, be placed in a central location)

b. **Software Required.** The software used by AMLS is installed and maintained by DLSC, Federal Center, Battle Creek, Michigan. Kermit software is used for downloading data

**18.2.7 Contingencies and Alternate Modes of Operation.** Contingency protocol in the event of a system failure slow down is as follows:

Special Extracts

CD-Rom Products

Microfiche Products

Hardcopy Products

**18.2.8 Assistance and Problem Reporting.** DLSC provides End-Users with assistance in the following ways:

Updates to the End-User manuals

Service number to call

Integrated On-line Help

On-line End-User manuals

Problems should be reported to the DLSC Customer Service Office, (AV) 932-4725, (FTS) 552-4725, Commercial (616) 961-4725.



## CHAPTER 3

### ACCESS TO THE SYSTEM

**18.3.1 Access to the System.** This chapter describes the step-by-step procedures to be used to access the Automated Mailing Labels System (AMLS) Application.

**18.3.2 First-Time Use of the System.** The following paragraphs provide two types of information for the first-time End-User: Authorized System Use and System Conventions. Authorized System Use presents the information needed for the first-time End-User to get a User-ID and Password. System Conventions present information about using the AMLS menus, using the help feature, responding to error/informational messages, and using function (F) keys.

a. Access to **FLIS** is controlled through the use of User-IDs and Passwords.

(1) A User-ID is a code entered during a process called System Sign-on. It is used to tell the System who is using it. Valid User-IDs are assigned by a System Administrator. As a first-time End-User, you must contact your Automated Data Processing Facility Security Representative (ADPFSR) or Authorized Security Representative (ASR) to be assigned a User-ID.

(a) If at any time you forget your User-ID or have reason to believe it has been passed to an unauthorized End-User, you must contact your ADPFSR/ASR immediately.

(b) If you do not use your User-ID for a period of 90 days, it will be deleted from the System. If you have a problem signing-on to the System (entering your User-ID), contact your ADPFSR/ASR.

(2) Each End-User is assigned a Password for initial sign-on, after which the End-User will have the opportunity to select their own unique password. The password is a code used to confirm your User-ID and access authorization. Your Password will not print on the screen when it is entered, this is a precaution provided by the system to ensure the confidentiality of your Password. Initial Passwords are assigned by your ADPFSR/ASR.

(a) The Password should be treated as confidential information and is not to be shared with co-workers.

(b) Should you get an error when entering your Password during sign-on, re-type it carefully. You will be given three attempts to enter it correctly. If all three attempts are incorrect, the system locks the End-User out. They must contact DLSC to investigate the security violation.

(3) User-IDs and Passwords are keyed-in from the **FLIS** LOGON Screen, see Figure 3.1-01 **FLIS** LOGON Screen.

**NOTE:** Remote End-Users will have to make connection with DLSC in Battle Creek, Michigan, prior to accessing the **FLIS** LOGON Screen. Contact the DLSC Customer Service Office, (AV) 932-4725 or (FTS) 552-4725, for specific instructions used by your facility.

b. System conventions are the characteristics of the System which remain consistent between applications, screens, and reports. The use of conventions employed for the development of **FLIS** include standard screen formats, uniform function key use, and availability of the System Help Features.

(1) There are three types of screens the End-User will work with when using the AMLS Application: Menu Screens, Work Screens, and Help Screens. These screens all have a common layout. See Figure 3.1-02, Layout of Screen Conventions.

(a) The top two lines include the current Screen-ID (SCRNCD), the USERID, the system date and time, and the screen heading.

(b) The bottom four lines are divided into two lines for messages and two lines for function (F) keys.

(2) Menu Screens provide a list of options from which the End-User makes a selection. The options which will be displayed on a menu are controlled by the level of authorization rights assigned to an End-User with their User-ID and Password. Also, when the End-User presses PF4 after entering the application, the potential screen mnemonic will always be 'MAIN' instead of the normal six-letter SCRNCDC.

(a) Menu options are selected by positioning the cursor next to an option and pressing the <ENTER> key.

(b) The System will then display a secondary menu or the work screen associated with the menu selection.

(3) Work Screens are data entry or data display screens used to provide information to the End-User in various pre-defined formats. Field prompts provided on the AMLS Application work screens identify the type of information to be entered or displayed.

(4) End-Users may bypass the menu selection process by employing the Expert Mode feature provided by **FLIS**. This feature, which is available for all **FLIS** Applications, allows End-Users to key the Program Identifier (up to six letters) of the screen needed into the SCRNCDC field (top left corner of the screen) and then pressing the <ENTER> key.

```

*****
*                                     *
*                               D L S C                                *
*               MODERNIZED SYSTEM LOGON SCREEN                       *
*                                     *
*****

```

**Identify yourself by entering  
your user id and password**

```

*****
***** To exit from this screen and the network, *****
***** type DROP on Command line and press ENTER *****
***** or *****
***** Press PA2 *****
*****
*****

```

Command: \_\_\_\_\_

Id: \_\_\_\_\_ Password: \_\_\_\_\_  
LU: AL20A4 New Password: \_\_\_\_\_

Time: 15:48:31  
Date: 02/10/92

Figure 3.1.-01 **FLIS LOGON** Screen

---

SCRNCD: XXXXXX	MAILING LABEL SYSTEM	TIME: XXXXX
USERID: XXXXXXXX	SCREEN HEADING	DATE: XXXXXXXXX

---

FIELD PROMPTS FOR MENU SELECTIONS,

DATA ENTRY, OR OUTPUT DISPLAYS.

INFORMATIONAL AND ERROR MESSAGE LINE

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=	F6=
F7=	F8=	F9=	F10=	F11=	F12=

---

Figure 3.1-02 Layout of Screen Conventions

This process may be used whenever the End-User wants to use a direct-access approach to go from one screen to another within the AMLS Application. The End-User must have authorization to access the process requested or the security system will deny access. See Table B-1 for 'jumping' exceptions.

c. The Help Function provided by *FLIS* Screens allows End-Users to access on-line help assistance from the AMLS Application screen. Help is available for screen information and for individual fields on the screens. End-Users request help by positioning the cursor in the appropriate field and pressing the F1 (Help) key.

(1) Screen Help will be displayed when the cursor is placed on the SCRNCN field and F1 (Help) is pressed. Screen Explanation, Field Entry Requirements, and Available Function Keys will be displayed on the screen.

(2) The top half of a field help screen contains field descriptions and/or a definition of the data element displayed.

(3) The bottom half of a field help screen lists decoded field value information, if relevant. If a value was entered in a field when the End-User requested help, the decoded information for that value will be displayed. If the value was incorrect or invalid, an error message will be displayed. If the field was left blank when help was requested, a list of possible values and their decode information will be displayed.

If the help screens are longer than one page, the End-User may press F7 (Page Up) and F8 (Page Down) to view the remaining text. To exit the help screen and return to the displayed screen, press F3 (Exit).

d. Error and informational messages are displayed on the bottom of the screen above the function keys to assist End-Users in performing tasks.

(1) Informational messages notify the End-User of the status of current system operations; i.e., "Incomplete Data" and "File not found." See Appendix C for a complete list of informational messages.

(2) When the program detects an input error, the field(s) will be highlighted and the cursor will be positioned in the first field with an error. Examples of error messages are "Access not valid" and "Invalid code." See Appendix C for a complete list of error/informational messages.

e. Function keys (F keys) are tools used in a system to support End-User activities. Each Application in *FLIS* uses the same function key definitions to provide the End-User with the same results whether the End-User is using AMLS, CDM, or any of the other available applications. The definition of the F keys are:

- F1 = Help
- F2 = Clear Screen
- F3 = Transfer to Previous Menu
- F4 = Transfer to LOGRUN Main Menu. The 'Main Menu' will vary based on the End-User's access authorization.
- F5 = Application Use
- F6 = Application Use
- F7 = Application Use
- F8 = Application Use
- F9 = Transfers to Select Service Entity screen if the End-User is authorized to operate in multiple Service Entities. This key will display only on screens where the End-User (if authorized) can change and/or select multiple Service Entities (up to 10).
- F10 = Application Use
- F11 = Application Use
- F12 = Application Use

By pressing the function keys, the End-User can invoke a specific action and use time effectively.

**18.3.3 Equipment Familiarization.** The workstations at each location may have different monitors, keyboards, and printers. End-Users should contact their ADPFSRs to learn how to use and care for the equipment while using any of the *FLIS* applications.

**18.3.4 Access Control.** This paragraph describes system access procedures and the security considerations pertaining to the storage and output of data. Prior to initiating a session on *FLIS*, the End-User must obtain authorization to use the system.

a. Authorization may be obtained by contacting the ADPFSR/ ASR to receive a valid User-ID and Password.

Once assigned, the User-ID is entered into a Group Profile. The Group Profile is a security feature that controls which menus can be displayed and what capabilities will be provided for each End-User, such as adding, changing, and deleting data information appropriate to their work. Special accesses and clearances are also defined according to the following standards:

(1) An End-User is able to access data for items only as authorized by the security access the End-User is assigned. Access restrictions are:

(a) All AMLS End-Users may output data to the CRT and, if available, a slave printer. AMLS also provides the capability for authorized End-Users to store data for downloading to a PC.

(b) The AMLS DLSC Program Management subsystem is available to authorized End-Users only.

(c) The Label Request subsystem is available to authorized End-Users only.

(d) The Report Request subsystem is available to authorized End-Users only.

(e) The ability to operate in multiple Service Entities is available to authorized End-Users only. The currently active Service Entities (up to 10 at one time) are displayed on the screen below the USERID field.

b. After obtaining a User-ID and Password, *FLIS* may be accessed. The type(s) of processing the End-User can do with the system is determined by the personal level of authorization.

c. The authorized End-User can route output in three ways:

Screen

System Printer via the Label Request and the Report Request subsystems (available to authorized End-Users only).

Download to PC (available to authorized End-Users only)

**18.3.5 Installation and Setup.** *FLIS* has been installed at DLSC at the Federal Center in Battle Creek, Michigan. Initial set-up and configuration will be required from the communications area before use.

**18.3.6 Initiating a Session.** This paragraph includes step-by-step procedures for initiating a session as well as troubleshooting procedures.

a. *FLIS* LOGON Screen. The first accessible screen is the LOGON Screen. The cursor will appear next to the ID field. Enter your seven-letter User-ID code and then press <TAB>. Type in your personalized Password. NOTE: The Password will not appear on the screen. It is confidential and should not be shared with coworkers. Press <ENTER> after keying-in your Password.

b. LOGRUN Selection Screen. After entering an authorized Password, the "LOGISTICS ONLINE REMOTE NETWORK MAIN MENU" will appear. The only selections displayed will be the name of applications to which you have access. A list of all external applications is provided in the DLSC Procedures. Select the AMLS Application by typing the appropriate application name in the Command field, by pressing the tab key until the cursor is positioned in front of the application, or by pressing the associated function key.

c. Action/Result Steps. The following steps will guide the End-User through the LOGON process.

**ACTION**

Enter personal User-ID  
Press <TAB>, enter Password  
Press <ENTER>

**RESULT**

If correct, the "LOGRUN  
SELECTION MENU" will be  
displayed.

If the Password is incorrect, the computer will beep and the cursor will remain at the Password field. A maximum of three attempts is allowed before the End-User will be locked out of the system. The End-User will then need to contact ADPFSR/ASR.

Select AMLS Application

The AMLS Application Menu will be displayed.

**18.3.7 Troubleshooting.** If you encounter difficulties while attempting to access *FLIS*, the following table, Troubleshooting, may offer some assistance in solving these difficulties.

Troubleshooting		
Problem	Possible Cause	Solution
1. Blank Screen	No Power	Check Power Source
	Monitor Contrast	Adjust Contrast
2. Cannot Access System	Communication	Check Terminal Cables
	Incorrect ID/ Password	Re-key ID/ Password Call ADPFSR/ASR for Assistance
	Password Expired	Call ADPFSR/ASR for Assistance
	Non-Approved Authorization	Call ADPFSR/ASR for Authoriza- tion Assistance

**18.3.8 Stopping and Suspending Work.** While working in the system, it may be necessary to temporarily or permanently stop a work session. If this becomes necessary, follow the steps listed below.

a. Stopping a session. To end a session, press the F3 key to return to the AMLS Main Menu. Select "X" to exit the application.

b. Suspending a session. To temporarily end a session, return to the AMLS Menu.

c. Automatic stopping of a session. If a terminal is not used for fifteen minutes, the End-User will automatically be signed off the terminal.

## CHAPTER 4

### INQUIRY SUBSYSTEM PROCESSING REFERENCE GUIDE

**18.4.1 Inquiry Subsystem Processing Reference Guide.** This chapter provides the End-User with the how-to-use technical information necessary to operate the AMLS Inquiry Subsystem programs.

**18.4.2 Capabilities.** The Inquiry Subsystem allows the End-User the capability to access the Logistics database to display information concerning Master Addresses (MAs), Associated Addresses (AAs), and Product Distribution. For a detailed flow of the programs involved in this process, refer to Figures 4.1-01 through 4.1-04.

**18.4.3 Conventions.** Conventions used for the *Federal Logistics Information System (FLIS)* are described in Section 18.3.2.b of this manual. Conventions used within the AMLS Application include pre-formatted data views and screen entry requirements. These are explained (with instructions) in paragraphs 18.4.4.a through 18.4.4.c of the AMLS Inquiry Processing Procedures and screen illustrations in Appendix B.

**18.4.4 Processing Procedures.** Processing procedures for AMLS Inquiry are provided in paragraphs 18.4.4.a through 18.4.4.c. These procedures provide step-by-step instructions for performing each of the AMLS Inquiry tasks.

#### a. Display DLN Information.

(1) **Task Description.** The End-User task performed is to Inquire the AMLS database for Distribution Information.

(2) **Special Access.** N/A.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLINQM - Inquiry Menu  
MLDLNI - Display DLN Information

(4) **Procedure.** From the AMLS Main Menu, select the Inquiry Menu and press Enter. Select the Display Distribution Information option and press Enter.

The Display DLN Information screen is displayed with the User Default Service Entity "DL" (DLSC) displayed in the left corner under the User-ID field. If the End-User desires to change the Service Entity, use the F9 (CHG ENT) key to transfer to the Select Service Entity screen (if authorized). Up to 10 Service Entities may be processed at one time by this inquiry. Enter the desired Service Entity. Key in up to 14 valid DLNs and press Enter. The requested DLNs and associated data are displayed for the selected Service Entity.

Press F10 (Find All) to gather statistics for all DLNs that currently receive distribution. Use F7 (Page Up) and F8 (Page Down) function keys to view the distribution information after the F10 (Find All) option has been used.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

#### b. Display Specific DLN.

(1) **Task Description.** Inquire AMLS database to view specific DLN information.

(2) **Special Access.** N/A.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLINQM - AMLS Main Menu  
MLINQM - Inquiry Menu  
MLDLSI - Display Specific DLN

(4) **Procedure.** From the AMLS Main Menu, select the Inquiry Menu and press Enter. Select the Display Specific DLN option and press Enter.

The Display Specific DLN screen is displayed with the cursor positioned at the DLN field. Enter a valid DLN and press Enter. The Product Title, No. of Addresses, Total Copies, AA, MLNG PIC, In the Clear Mailing Address, Zip Code, Service Entity, and No. of Copies is displayed.

(5) **Special Features.** If more than one address is associated with the DLN, press F8 (Page Down), or F7 (Page Up) to view more information associated with the Distribution List Number.

(6) **Data Features.** N/A.

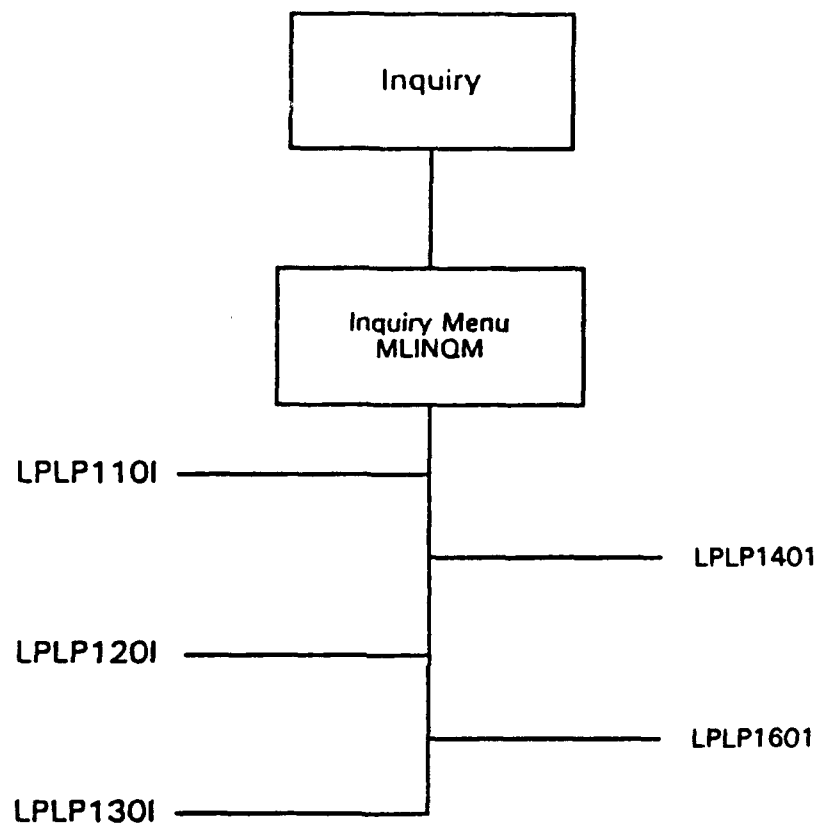
(7) **Considerations.** N/A.

#### c. Display Master Address Information.

(1) **Task Description.** The End-User tasks performed are:

(a) Inquire the AMLS database for Master Address Code Information.

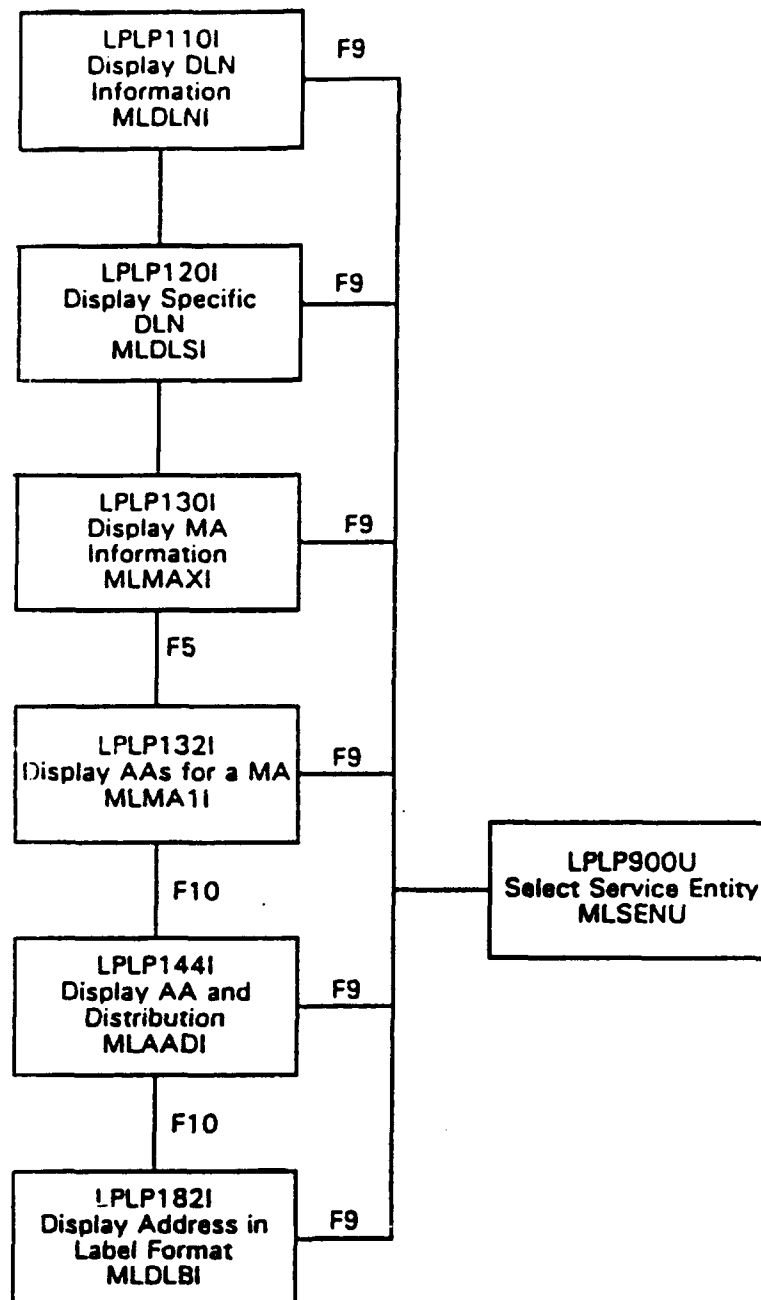
(b) Inquire the Associated Addresses that are linked to the Master Address Codes.



DLSC-8C-2399B-HV

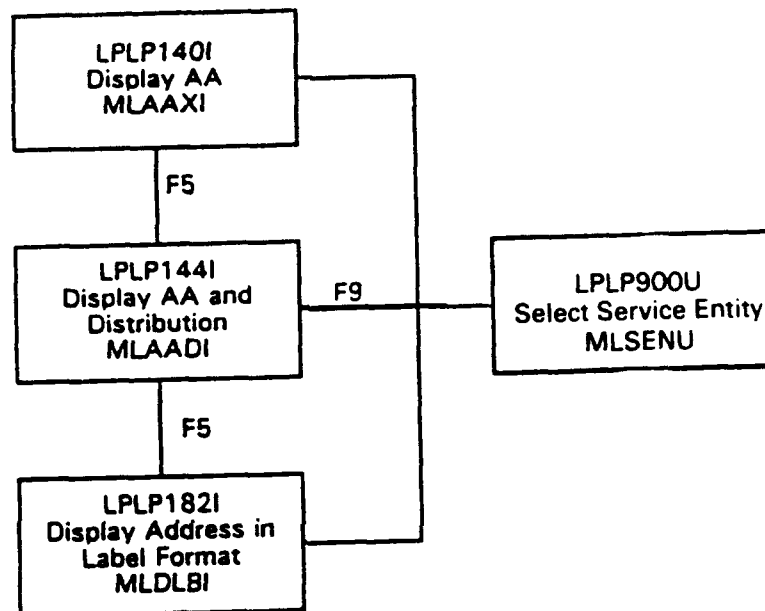
Figure 4.1-01 Inquiry Processing Flow





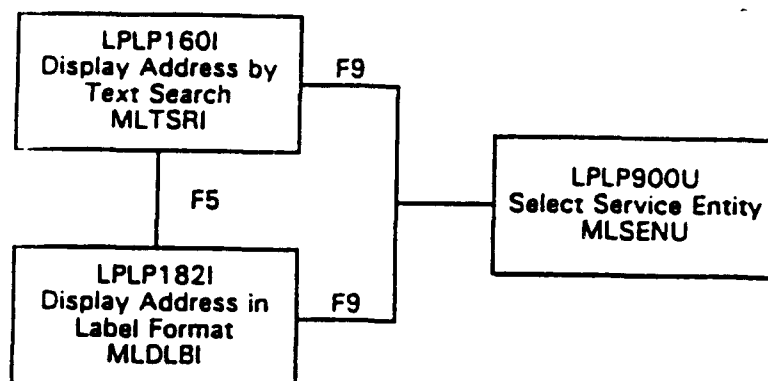
DLSC-BC-2423A-JL

Figure 4.1-02 Inquiry Processing Flow



DLSC-BC-2424-MF

Figure 4.1-03 Inquiry Processing Flow



DLSC-BC-2433-MF

Figure 4.1-04 Inquiry Processing Flow

(c) Inquire the Distribution Information that is linked to the Associated Address.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLINQM - Inquiry Menu  
MLMAXI - Display Master Address Information  
MLMAII - Display Associated Address For Master Address  
MLAADI - Display AA/Distribution  
MLDLBI - Display Address in Label Format

(4) **Procedure.** From the AMLS Main Menu, select the Inquiry Menu and press Enter. Select the Display Master Address Information option and press Enter.

The Display Master Address Information screen is displayed with the cursor positioned at the MA Code field. Key in a valid Master Address Code and press Enter. Data associated with the MA Code is displayed.

If the number of Associated Addresses is greater than zero, press F5 (View AA). The Display Associated Address For Master Address screen is displayed with AA data associated with the Master Address Code.

If the number of DLNs is greater than zero, press F10 (View DLN). The Display AA/Distribution screen is displayed with data associated with the AA Code.

The cursor will be positioned at the View Tag field for the DLN to be displayed in label format (you must press tab if more than one DLN is listed). Enter any non-blank character and press F10 (View Lbl). The Display Address in Label Format screen is displayed.

(5) **Special Features.** If more than one Associated Address Code is associated with the Master Address Code, press F8 (Page Down) or F7 (Page Up) to view additional data.

The Address information on the Display Address in Label Format screen is displayed without any field name column headings to facilitate printing from the screen to a slave printer.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

d. **Display Associated Address Information.**

(1) **Task Description.** The End-User tasks performed are:

(a) Inquire the AMLS database for Associated Address Information.

(b) Inquire the Distribution Information that is linked to the Associated Address Code.

(c) View the Associated Address in label format.

(2) **Special Access.** N/A.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLINQM - Inquiry Menu  
MLAAXI - Display Associated Address  
MLAADI - Display AA/Distribution  
MLDLBI - Display Address in Label Format

(4) **Procedure.** From the AMLS Main Menu, select the Inquiry Menu and press Enter. Select the Display Associated Address option and press Enter.

The Display Associated Address screen is displayed with the cursor positioned at the AA Code field. Key in a valid Associated Address Code and press Enter. Data associated with the AA Code is displayed.

If the number of DLNs is greater than zero, press F5 (View DLN). The Display AA/Distribution screen is displayed with data associated with the AA Code.

The cursor will be positioned at the View Tag field for the first DLN listed. Enter any non-blank character (you must press tab if more than one DLN has been chosen) and press F10 (View Lbl). The Display Address in Label Format screen is displayed.

(5) **Special Features.** The Address information on the Display Address in Label Format screen is displayed without any field name column headings to facilitate printing from the screen to a slave printer.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

## CHAPTER 5

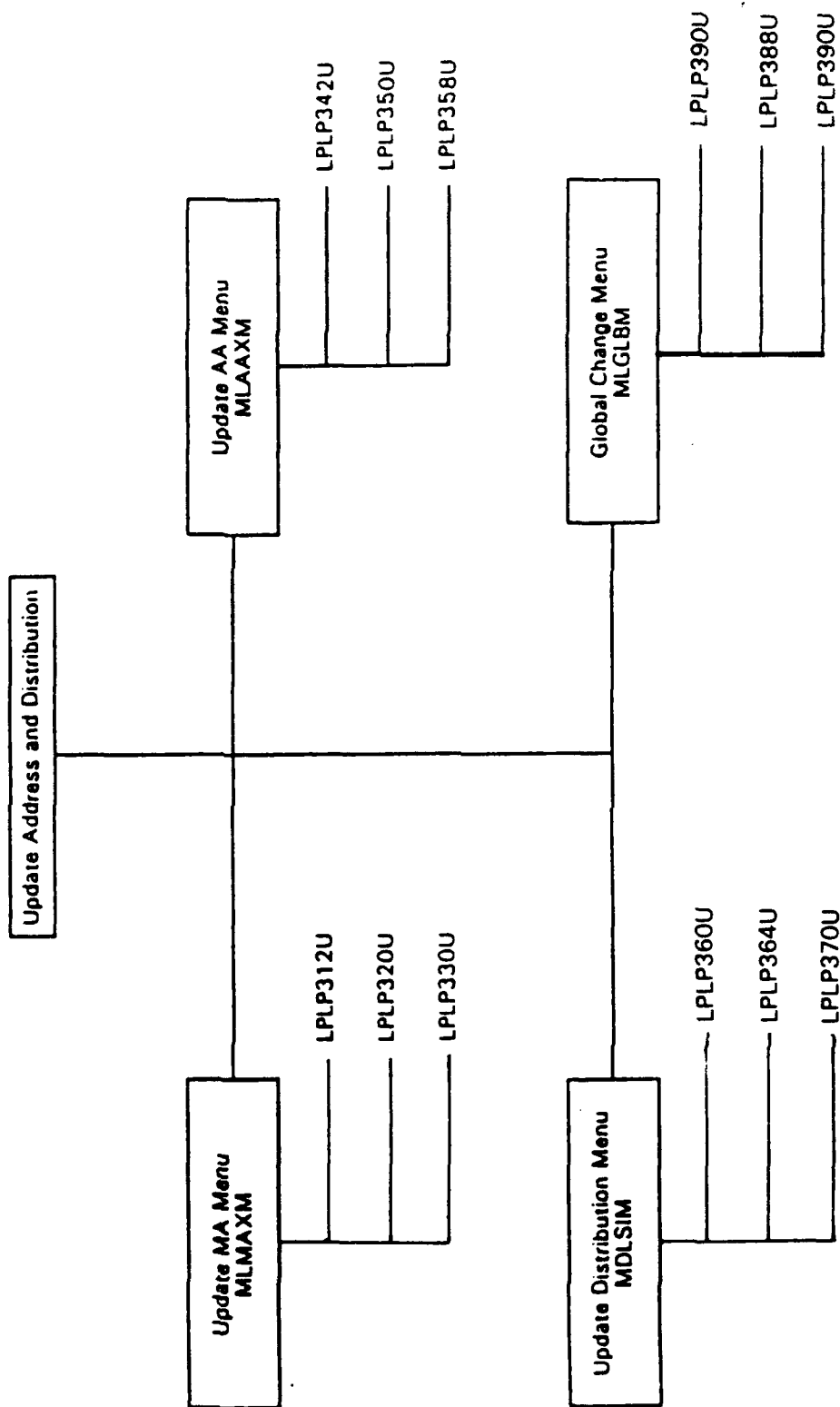
### UPDATE ADDRESS AND DISTRIBUTION SUBSYSTEM PROCESSING REFERENCE GUIDE

**18.5.1 Update Address and Distribution Subsystem Processing Reference Guide.** This chapter provides the End-User with the how-to-use technical information necessary to operate the AMLS Update Address and Distribution programs.

**18.5.2 Capabilities.** The Update Address and Distribution Subsystem allows the End-User the capability to access the Logistics database to add, change, or delete information concerning Master Addresses (MAs), Associated Addresses (AAs), and Product Distribution. For a detailed flow of the programs involved in this process, refer to Figures 5.1-01 through 5.1-05.

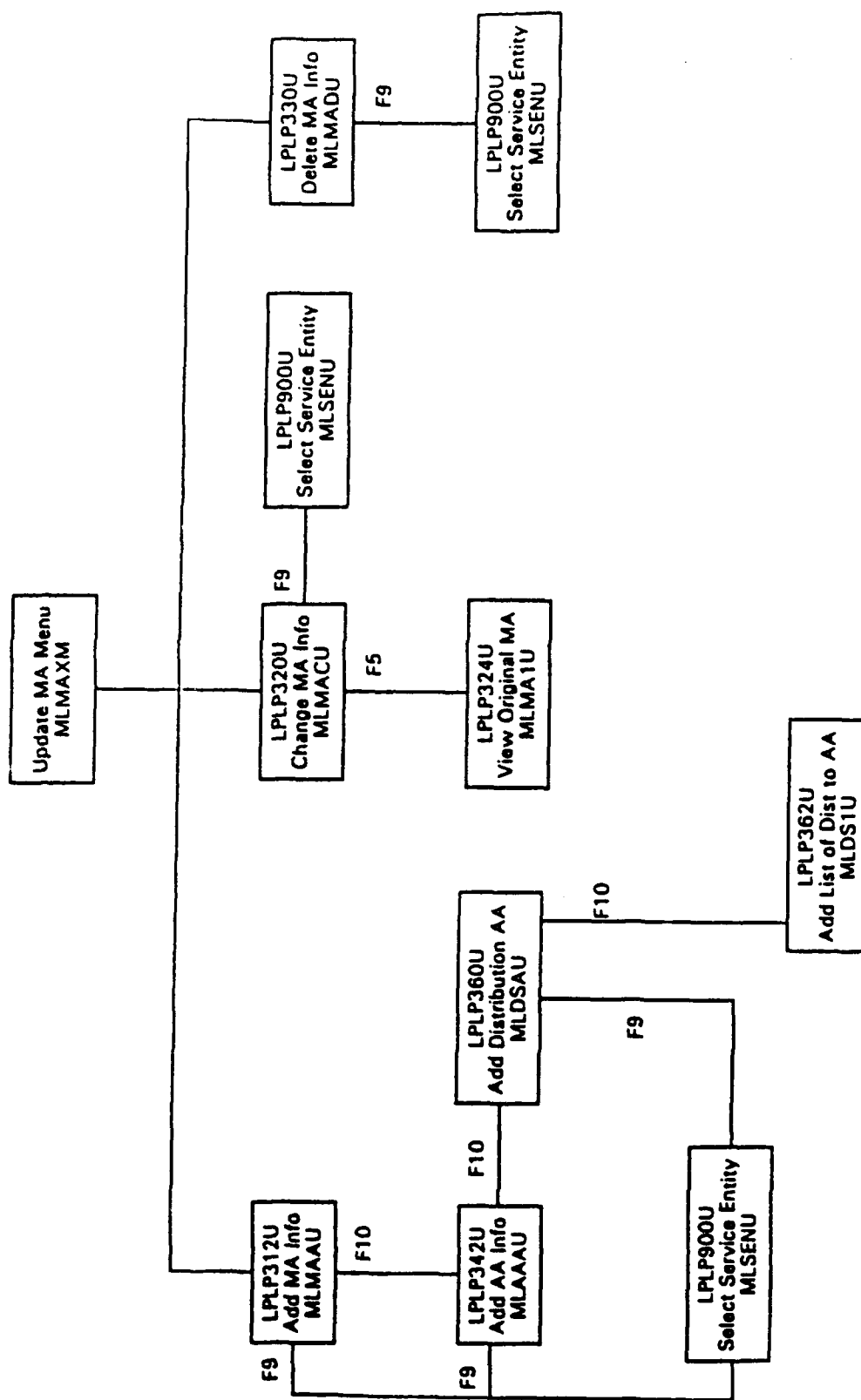
**18.5.3 Conventions.** Conventions used for the *Federal Logistics Information System (FLIS)* are described in Section 18.3.2.b of this manual. Conventions used within the AMLS Application include pre-formatted data views and screen entry requirements. These are explained (with instructions) in paragraphs 18.5.4.a through 18.5.4.l of the AMLS Update Address and Distribution Processing Procedures. Screen illustrations are provided in Appendix B.

**18.5.4 Processing Procedures.** Processing procedures for the AMLS Update Address and Distribution are provided in paragraphs 18.5.4.a through 18.5.4.l. These procedures provide step-by-step instructions for performing each of the AMLS Update Address and Distribution tasks.



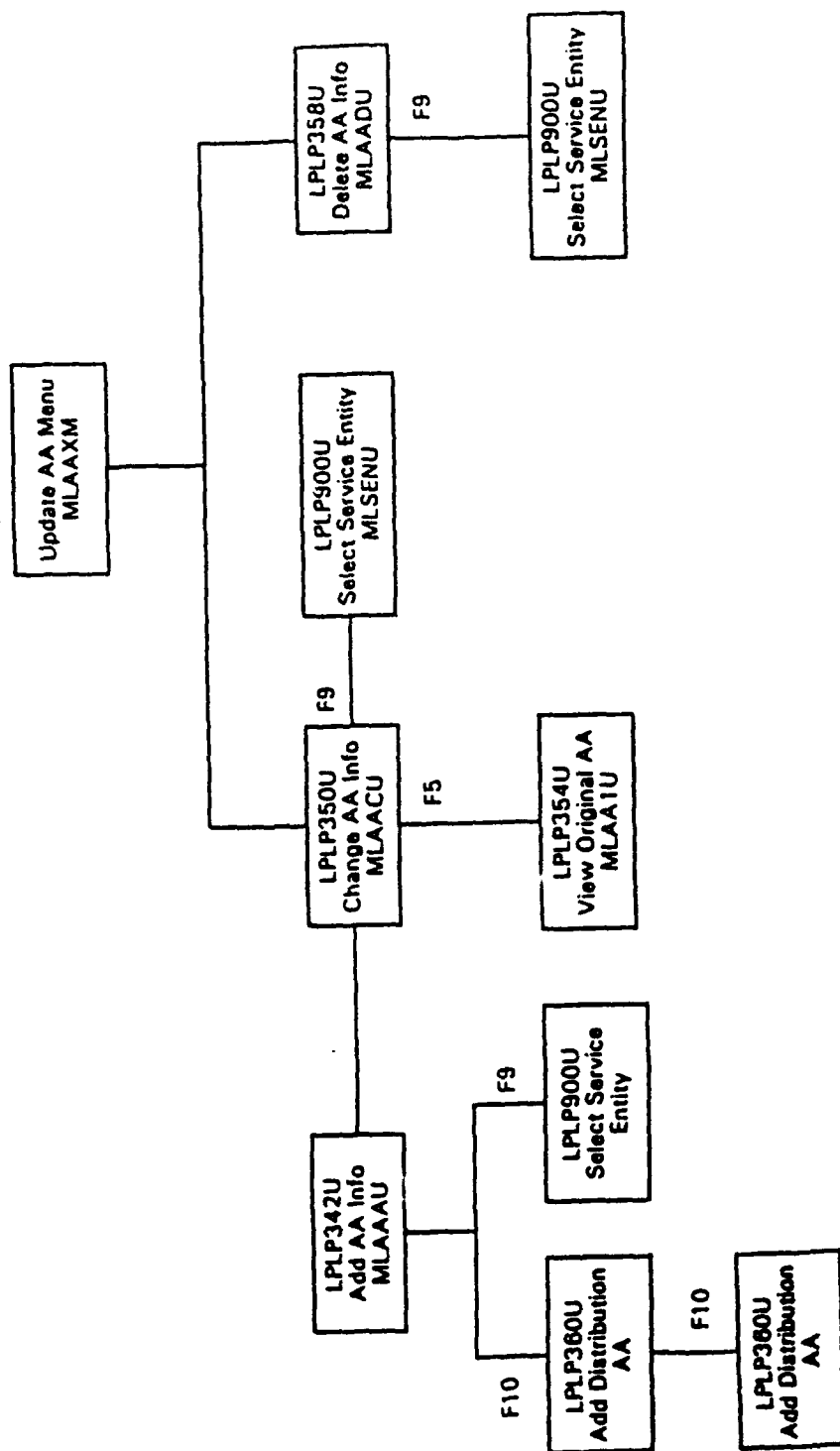
DLSC-BC-2283B-MF

Figure 5.1-01 Update Address & Distribution Processing Flow



DLSC-BC-2284A-JL

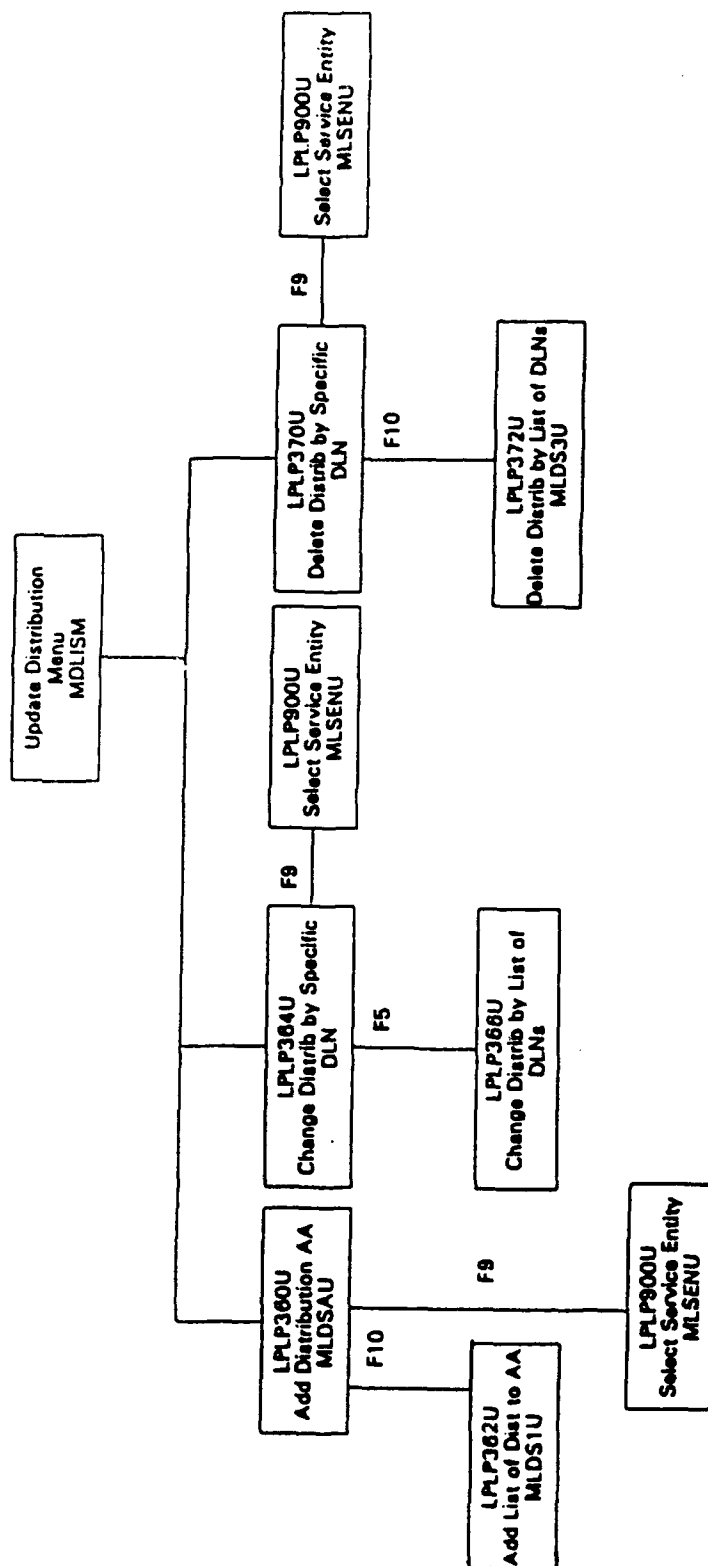
Figure 5.1-02 Update Address & Distribution Processing Flow



DLSC-8C-2285A-JL

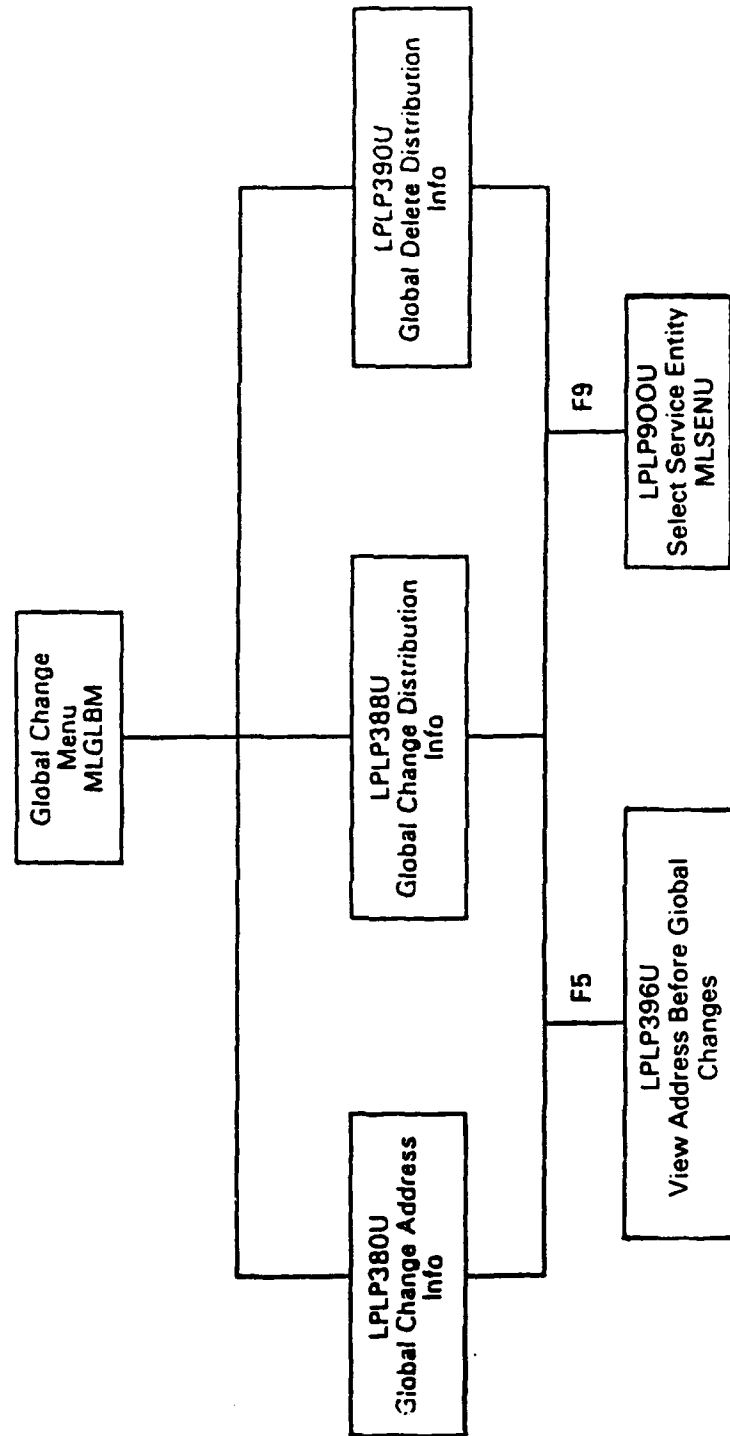
Figure 5.1-03 Update Address & Distribution Processing Flow





DLSC-BC-2288A-JL

Figure 5.1-04 Update Address & Distribution Processing Flow



DLSC-BC-2287A-JL

Figure 5.1-05 Update Address & Distribution Processing Flow

a. **Add Master Address Information.**

(1) **Task Description.** The End-User tasks performed are:

(a) Add Master Address information to the AMLS database.

(b) Add the Associated Addresses that are linked to the Master Address Codes.

(c) Add the Distribution Information that is linked to the Associated Address.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLMAXM - Update Master Address Menu  
MLMAAU - Add Master Address Information

MLAAAU - Add Associated Address Information  
MLDSAU - Add Distribution to Associated Address

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Master Address Menu and press Enter. Select the Add Master Address Information and press Enter.

The Add Master Address Information screen is displayed with the cursor positioned at the MA Code field. Key in a valid MA Code, In the Clear Address, and Zip Code. Press Enter. Press F6 (Commit) to add the MA information.

Press F10 (Add AA) to display the Add Associated Address Information screen. The cursor is positioned at the AA Code field. Key in a valid AA Code Suffix, Mailing Priority Indicator Code, In the Clear Address, and Zip Code. Press Enter. Press F6 (Commit) to add the AA information.

Press F10 (Add Dist) to display the Add Distribution to Associated Address screen. The cursor is positioned at the DLN field. The address information for the AA Code in process is displayed. Key in a valid DLN and Number of Copies. Press Enter to verify. Press F6 (Commit) to add the data to file.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

b. **Change Master Address Information.**

(1) **Task Description.** The End-User tasks performed are:

(a) Update the AMLS database for Master Address information.

(b) Update the Associated Addresses that are linked to the Master Address Codes if the Master Address Code is changed.

(c) Inquire the Distribution Information that is linked to the Associated Address Code if the Master Address Code is changed.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLMAXM - Update Master Address Menu  
MLMACU - Change Master Address Information

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Master Address Menu and press Enter. Select the Change Master Address Information option and press Enter.

The Change Master Address information screen is displayed with the cursor positioned at the MA Code field. Key in a valid MA Code and press Enter. The In the Clear Address text, Zip Code and the Number of AA will be displayed. The MA will be displayed in the New MA Code field. The cursor will be positioned at the New MA Code.

Modify the new MA Code, In the Clear Address Text and Zip Code as desired. Press Enter to verify. To complete the changes, press F6 (Commit).

(5) **Special Features.** When the MA Code is changed by changing the New MA Code, all AA Information linked to the MA on the database is automatically transferred. When the MA Code is changed, all Distribution Information linked to the AA Codes on the database is automatically transferred.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

c. **Delete Master Address Information.**

(1) **Task Description.** The End-User tasks performed are:

(a) Delete Master Address Codes from the AMLS database.

(b) Automatically delete the Associated Addresses that are linked to the Master Address Codes.

(c) Automatically delete the Distribution Information that is linked to the Associated Address.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu

MLMAXM - Update Master Address Menu  
MLMADU - Delete Master Address Information

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Master Address Menu and press Enter. Select the Delete Master Address Information option and press Enter.

The Delete Master Address information screen is displayed with the cursor positioned at the MA Code field. Key in a valid MA Code and press Enter. Press F6 (Commit) to delete records from the database.

(5) **Special Features.** When the MA Code is deleted, all AA Information linked to the MA on the database is automatically deleted. When the MA Code is deleted, all Distribution Information linked to the AA Codes on the database is automatically deleted.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

d. **Add Associated Address/Distribution Information.**

(1) **Task Description.** The End-User tasks performed are:

(a) Add Associated Address information to the AMLS database.

(b) Add the Distribution Information that is linked to the Associated Address Code.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLAAXM - Update Associated Address Menu  
MLAAAU - Add Associated Address Information  
MLDSAU - Add Distribution to Associated Address

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Associated Address Menu and press Enter. Select the Add Associated Address Information option and press Enter.

The Add Associated Address Information screen is displayed with the cursor positioned at the AA Code field. Key in a valid AA Code, Mailing Priority Indicator Code, In the Clear Address, and Zip Code. Press Enter. To add AA, press F6 (Commit).

Press F10 (Add Dist) to display the Add Distribution to Associated Address screen. The cursor is positioned at the DLN field. Key in a valid DLN and Number of Copies. Press Enter to verify. Press F6 (Commit) to add data to file.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**e. Change Associated Address Information.**

(1) **Task Description.** The End-User tasks performed are:

(a) Update the AMLS database for Associated Address information. (i.e. AA Code, Mailing Priority Indicator Code, In The Clear Address, Zip Code.)

(b) Automatically update the Distribution Information that is linked to the Associated Address code if the AA Code is changed.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLAAXM - AMLS Update Associated Address Menu  
MLAACU - Change Associated Address Information

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the AMLS Update Associated Address Menu and press Enter. Select the Change Associated Address Information option and press Enter.

The Change Associated Address Information screen is displayed with the cursor positioned at the AA Code field. Key in a valid AA Code and press Enter. The Mailing Priority Indicator Code, In the Clear Address text, and Zip

Code will be displayed. The AA will be displayed in the New AA Code field. The cursor will be positioned at the New AA Code.

Modify the new AA Code, Mailing Priority Indicator Code, In the Clear Address Text, and Zip Code as desired. Press Enter to verify. To complete the changes, press F6 (Commit).

(5) **Special Features.** When the AA Code is changed, all Distribution Information linked to the AA Code on the database is automatically transferred.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**f. Delete Associated Address Information.**

(1) **Task Description.** The End-User tasks performed are:

(a) Delete Associated Address information from the AMLS database.

(b) Automatically delete the Distribution Information that is linked to the Associated Address.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLAAXM - Update Associated Address Menu  
MLAADU - Delete Associated Address Information

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Associated Address Menu and press Enter. Select the Delete Associated Address Information option and press Enter.

The Delete Associated Address Information screen is displayed with the cursor positioned at the AA Code field. Key in a valid AA Code and press Enter. Press F6 (Commit) to delete records from the database.

(5) **Special Features.** When the AA Code is deleted, all Distribution Information linked to the AA on the database is automatically deleted.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

g. **Add Distribution to an Existing Associated Address.**

(1) **Task Description.** The End-User tasks performed are:

(a) Add Distribution Information that is linked to the Associated Address Code.

(b) Add Distribution Information by List of DLNs that are linked to the Associated Address Codes.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MDLISM - Update Distribution Menu  
MLDSIU - Add List of Distribution to Associated Addresses

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Distribution Menu and press Enter. Select the Add Distribution to Associated Address option and press Enter.

The Add Distribution to Associated Address screen is displayed with the cursor positioned at the AA Code field. Key in a valid AA Code. Key in a valid DLN and Number of Copies which will be added to the AA. Press Enter to verify. Press F6 (Commit) to add data to the database or press F10 (List DLN) to add distribution to an AA Code by a list of DLNs.

Key in up to 11 valid DLNs and Numbers of Copies which will be added to the AA. Press Enter to verify. Press F6 (Commit) to add the distribution information to the database.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

h. **Change Distribution for an Existing Associated Address.**

(1) **Task Description.** The End-User tasks performed are:

(a) Change the Distribution Information that is linked to the Associated Address Code.

(b) Change the Distribution Information by List of DLNs that are linked to the Associated Address Codes.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLDISM - Update Distribution Menu  
MLDSCU - Change Distribution by Specific DLN  
MLDS2U - Change Distribution by List of DLNs

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Distribution Menu and press Enter. Select the Change Distribution by Specific DLN option and press Enter.

The Change Distribution by Specific DLN screen is displayed with the cursor positioned at the AA Code field. Key in a valid AA Code, the From DLN, and either the To DLN and/or To Number of Copies. Press Enter to verify. Press F6 (Commit) to update. Press F10 (List DLN) to transfer to the Change Distribution by List of DLNs screen. Use the F8 (Page Down) or F7 (Page Up) keys to display the distribution information currently on the database for the AA Code.

Key in a list of up to five To DLNs and/or To Number of Copies. Press F6 (Commit) to update.

(5) **Special Features.** All associated AA and DLN information is automatically updated when the F6 (Commit) key is pressed.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

i. **Delete Distribution from an Existing Associated Address.**

(1) **Task Description.** The End-User tasks performed are:

(a) Delete the Distribution Information that is linked to the Associated Address Code.

(b) Delete by List of DLNs.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MDLISM - Update Distribution Menu  
MLDSDU - Delete Distribution by Specific DLN  
MLDS3U - Delete Distribution by List of DLNs.

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Update Distribution Menu and press Enter. Select the Delete Distribution by Specific DLN option and press Enter.

The Delete Distribution by Specific DLN screen is displayed with the cursor positioned at the AA Code field. Key in a valid AA Code and a valid DLN. Press Enter. Press F6 (Commit) to delete Distribution. Press F10 (List DLN) to transfer to the Delete Distribution by List of DLNs screen.

Use the F8 (Page Down) or F7 (Page Up) keys to view the Distribution information currently on the database for the AA Code. Use the tab key to position the cursor at the DLN(s) to delete. Tag up to 11 DLNs to delete with any non-blank character. Press Enter to verify. Press F6 (Commit) to delete the distribution.

(5) **Special Features.** The wildcard '\*' may be used in the Delete Distribution by Specific DLN screen, but at least one valid character must be designated in the DLN. The wildcard character cannot appear in the middle of a string of characters; i.e., DLN can be X\* or XXXX\*, but not XXX\*XX.

If you have a large number of DLNs to delete, you can press F10 and transfer to the AMLS Delete Distribution by List of DLNs screen.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

j. **Global Change Address Information.**

(1) **Task Description.** The End-User task performed is:

Apply Global changes to the AMLS database for Address information.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLGLAU - Global Change Address Information  
MLGLIU - View Address Before Global Change

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Global Change Address Information option and press Enter.

The Global Change Address Information screen is displayed with the cursor positioned at the Mailing Priority Indicator Code/From field. Key in a valid Mailing Priority Indicator Code From and a Mailing Priority Indicator Code To (or use the tab key to position the cursor at the State Abbreviation/From field; or use the tab key to position the cursor at the Zip Code/From field; or use the tab key to position the cursor at the Address Text/From field). Note that Mailing Priority Indicator Code, State Abbreviation, Zip Code and/or Address Text can not be changed at the same time. Press Enter to verify.

Press F5 (View Adrs). The View Address Before Global Change screen is displayed with the address information for the AA that would be affected by the Global Change. Press F5 (Prev Scr) to return to the Global Change Address Information screen.

Press F6 (Commit) to complete the Global Change.

(5) **Special Features.** In the View Address Before Global Change screen, if more than one Address is affected by the Global Change, press F8 (Page Down) to view the additional data.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

k. **Global Change Distribution Information.**

(1) **Task Description.** The End-User task performed is:

Apply Global Changes to the AMLS database for Distribution information.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLGLDU - Global Change Distribution  
Information  
MLGLIU - View Address Before Global Change

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Global Change Menu and press Enter. Select the Global Change Distribution Information option and press Enter.

The Global Change Distribution Information screen is displayed. Key in a valid DLN in the DLN From and the DLN To fields as required. Key in Number of Copies From and/or Number of Copies as required. Press Enter.

Press F5 (View Adrs). The View Address Before Global Change screen is displayed with the address information for the AA that would be affected by the Global Change. Press F5 (Prev Scr) to return to the Global Change Distribution Information screen.

Press F6 (Commit) to complete the Global Change.

(5) **Special Features.** If more than one Address is affected by the Global Change, press F8 (Page Down) to view the additional data.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

#### 1. Global Delete Distribution Information.

(1) **Task Description.** The End-User task performed is:

Delete all distribution information within the Service Entity (LBL ID) for the specified DLN.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLUPDM - Update Menu  
MLGDDU - Global Delete Distribution Information  
MLGLIU - View Address Before Global Change

(4) **Procedure.** From the AMLS Main Menu, select the Update Menu and press Enter. Select the Global Delete Distribution Information and press Enter.

The Global Delete Distribution Information screen is displayed. Key in a valid DLN and press Enter.

Press F5 (View Adrs). The View Address Before Global Change screen is displayed with the address information for the AA that would be affected by the Global Change. Press F5 (Prev Scr) to return to the Global Delete Distribution Information screen.

Press F6 (Commit) to complete the Global Delete.

(5) **Special Features.** If more than one Address is affected by the Global Delete, press F8 (Page Down) to view the additional data.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**18.5.5 Related Processing.** The first time an End-User accesses AMLS, the End-User will need to define one of the following output parameters:

Screen

System Printer (available to authorized End-Users only)

Download to PC (available to authorized End-Users only)

The default output parameter will be the screen. Only authorized End-Users will have their choice of output parameters. If an End-User has access to a slave printer, then the Print Screen key can be utilized, but you will still not be able to print in label or report format.

**18.5.6 Data Backup.** The End-User will not have responsibility for backup procedures related to the DLSC Modernized System. All backups are performed by DLSC at the Federal Center in Battle Creek, Michigan.

**18.5.7 Recovery from Errors and Malfunctions.** See Appendix C, Informational Messages and Recovery Procedures.

**18.5.8 Messages.** See Appendix C, Informational Messages and Recovery Procedures.



## CHAPTER 6

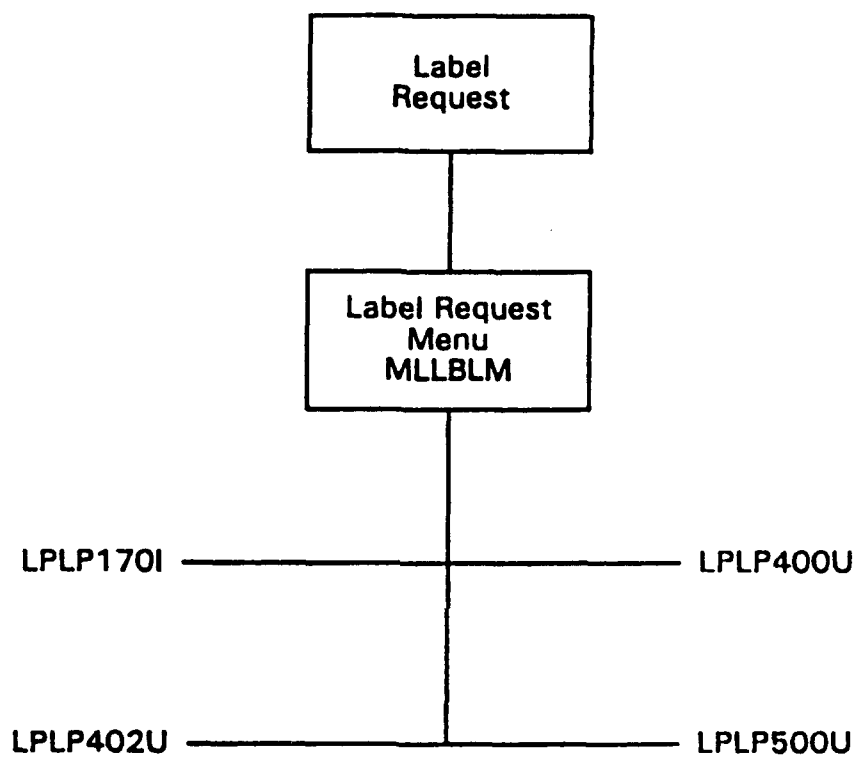
### LABEL REQUEST SUBSYSTEM PROCESSING REFERENCE GUIDE

**18.6.1 Label Request Subsystem Processing Reference Guide.** This chapter provides the End-User with the how-to-use technical information necessary to operate the Label Request program.

**18.6.2 Capabilities.** The Label Request Subsystem allows the EndUser the capability to access the Logistics database to request, view, and process labels. For a detailed flow of the programs involved in this process, refer to Figures 6.1-01 through 6.1-02.

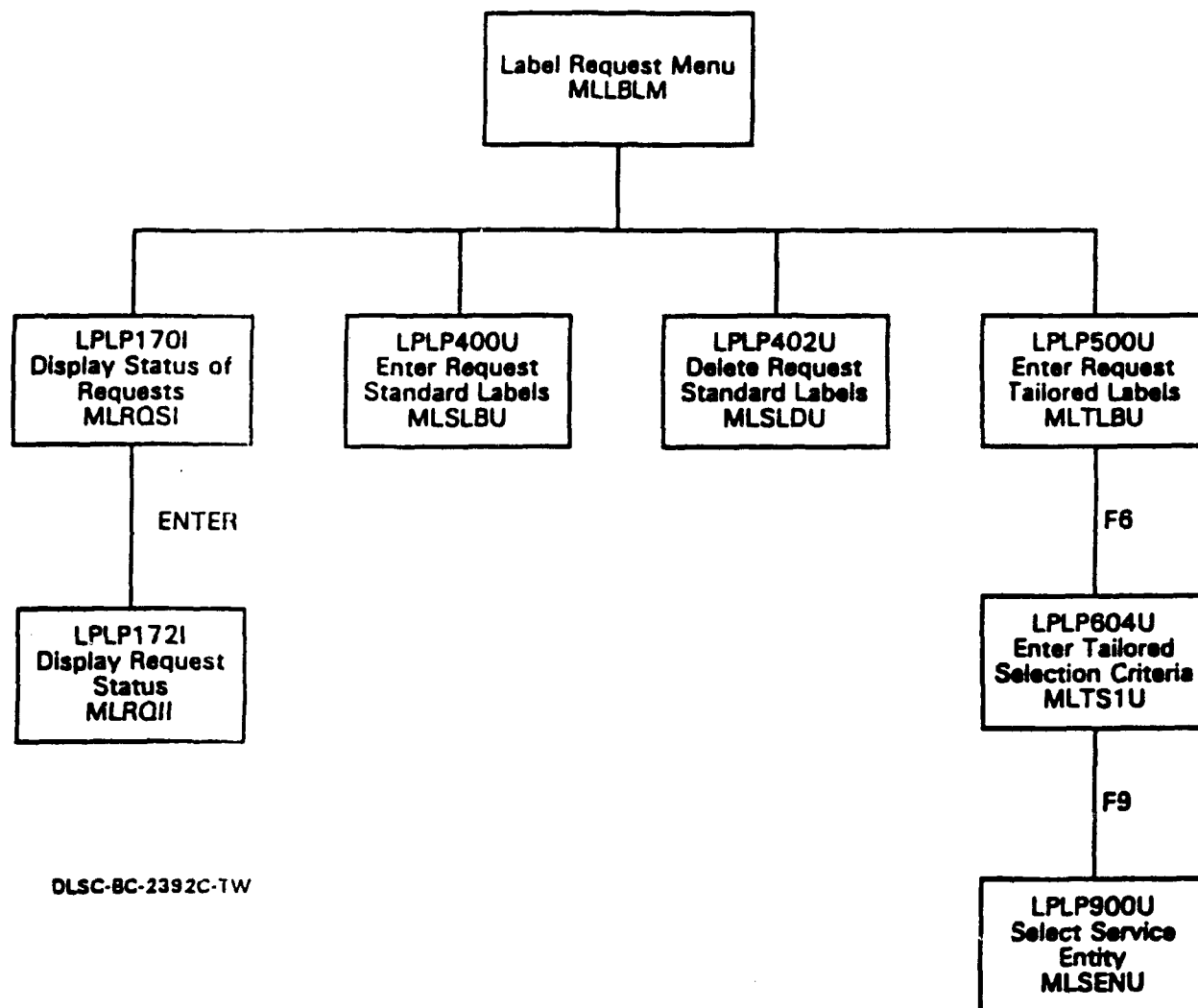
**18.6.3 Conventions.** Conventions used for the *Federal Logistics Information System (FLIS)* are described in Section 18.3.2.b of this manual. Conventions used within the AMLS Applications include pre-formatted data displays and screen entry requirements. These are explained (with directions) in paragraphs 18.6.4.a through 18.6.4.d of the Label Request Processing Reference Guide. Specific screen illustrations are provided in Appendix B.

**18.6.4 Processing Procedures.** Processing procedures for Label Request are provided in paragraphs 18.6.4.a through 18.6.4.d. These procedures provide step-by-step instructions for using the Ad Hoc Label Request subsystem.



DLSC-BC-2391A-JL

Figure 6.1-01 Label Request Processing Flow



DLSC-BC-2392C-TW

Figure 6.1-02 Label Request Processing Flow

a. **Display Status of Requests.**

(1) **Task Description.** The End-User tasks performed are:

(a) Displays the status of Label and Report requests by entering a specific Request Identifier or Date Range for the Date Submitted field.

(b) Displays the status of the Label and Report requests submitted according to Request ID, Date/Time Submitted and Processed, Source Code, Submitter's User-ID, Priority Code, and Number of Addresses processed for each Request ID. The requests are displayed grouped by Date Submitted.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU	- AMLS Main Menu
MLLBLM	- AMLS Label Request Menu
MLRQSI	- Enter Parameters to Display Request Status
MLRQII	- Display Status of Requests

(4) **Procedure.** From the AMLS Main Menu, select the Label Request Menu (MLLBLM) and press Enter. Select the Display Status of Request option and press Enter. The Enter Parameters to Display Request Status screen (MLRQSI) is displayed.

Enter a valid DATE FROM, DATE TO (optional), or REQUEST ID and press Enter. The Display Status of Requests screen (MLRQII) is displayed.

The Display Status of Requests screen is a view-only screen that displays a listing of Label and Report Requests by Request ID, Date/Time Submitted and Processed, Source, Submitter's User-ID, Priority Indicator Code, and Number of Addresses Processed. Press F8 to view additional pages or F7 to view previous pages.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

b. **Enter Request for Standard Labels.**

(1) **Task Description.** Enter a request for Standard Labels by entering the Label Control Number, DLN, Service Entity, Number of Label Sets requested, and L/H B Forms type.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU	- AMLS Main Menu
MLLBLM	- Label Request Menu
MLSLBU	- Enter Request Standard Labels

(4) **Procedure.** From the AMLS Main Menu, select the Label Request Menu (MLLBLM) and press Enter. Select the Enter Request Standard Labels (MLSLBU) option and press Enter.

The Enter Request for Standard Labels screen (MLSLBU) is displayed. Key in a valid Label Control Number that has not been processed and press Enter. If the Label Control Number exists on the AMLS database and has not been processed, the screen will display the requests already on file and will allow new requests to be entered. If the Label Control Number does not exist on the AMLS database, this screen will start a new set of requests for Standard Labels. The valid entries are any five (5) digit number.

Enter the DLN, LBL-ID, L/H/B (this field specifies whether the request is for (L)abel Forms, (H)ardcopy, or (B)oth), and Sets (at least one group must be entered, 1-10 for label forms; only 1 set is allowed on hardcopy). Optionally, the Priority Indicator Code may be modified to request a higher priority. Manually position the cursor to the Priority Indicator Code field and change the default Code 4 (off-peak) to 1 or 2 for peak-hour processing.

After entering the information, press F6 (COMMIT). The request is added to the AMLS Request Parameter database to be processed according to the Priority Indicator Code.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** The maximum number of three-across labels that the label printer can process is 1400 per hour; however, that number will be even less depending on the number of label stock changes and the operational time required to mount the label stock. Submission of label requests to execute during peak hours (Priority Indicator Code = 1 or 2) should be limited.

**c. Delete Request for Standard Labels.**

(1) **Task Description.** Delete unprocessed requests for Standard Labels.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLLBLM - Label Request Menu  
MLSLDU - Delete Request for Standard Labels

(4) **Procedure.** From the AMLS Main Menu, select the Label Request Menu (MLLBLM) and press Enter. Select the Delete Request Standard Labels option (MLSLDU) and press Enter. The Delete Request for Standard Labels screen (MLSLDU) is displayed.

Enter a valid Label Control Number and press Enter. A listing of Standard Label Request information is displayed according to the Label Control Number. Tag (with any non-blank character) the DLNs to be deleted and press Enter to verify the delete. Then press F6 (COMMIT) to update the Request Parameter database flagging the requests as deleted. Batch processing of the tagged DLNs is then prevented.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**d. Enter Request for Tailored Labels.**

(1) **Task Description.** The End-User tasks performed are:

(a) Submit an ad-hoc request for tailored label sets. Produce the labels on label stock and/or on hardcopy using the regularly scheduled batch job stream.

(b) Enter ad-hoc selection criteria to produce Tailored Labels.

(c) Select the Service Entity in which to operate.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLLBLM - Label Request Menu  
MLTLBU - Enter Request for Tailored Labels  
MLTSIU - Enter Tailored Selection Criteria  
MLSENU - Select Service Entity

(4) **Procedure.** From the AMLS Main Menu, select the Label Request Menu (MLLBLM). The AMLS Label Request Menu will be displayed. Select the Enter Request Tailored Labels (MLTLBU) option and press enter. The Enter Request for Tailored Labels screen (MLTLBU) will be displayed.

Enter a valid Label Format Identifier, specify number of label sets requested and L/H/B Forms Type (this field specifies whether the request is for (L)abel Forms, (H)ardcopy, or (B)oth), and Sets (at least one forms type must be entered, 1-10 for Label Forms; only 1 set is allowed on Hardcopy).

Press F6 (PROCESS), the Enter Tailored Selection Criteria (MLTSIU) screen will be displayed. Enter the Priority Indicator Code. If the Priority indicator Code is not entered, the default of 4 (off-peak processing) is assigned. Enter at least one selection criteria and press F6 (COMMIT). The request is then added to the Request Parameter database to be processed based on the Priority

Indicator Code (if entered); or press F10 (ADD MORE) to add the request to the database and to position the screen to be ready to process additional Tailored Selection Criteria.

If the selection criteria applies to a Service Entity other than the one displayed in the upper left corner of the screen under your User-ID, then press F9 (CHG ENT). The Select Service Entity screen (MLSENU) is displayed with a listing of Service Entities. You may only tag 1 Service Entity at a time for this request type. Press F6 (PROCESS) to retain the Service Entity that was selected. The entity selected is displayed in the upper left corner of the screen under the USERID. Press F5 (PREV SCR) to return to the Enter Tailored Selection Criteria screen.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** The maximum number of three-across labels that the label printer can process is 900 per hour; however, that number will be even less depending on the number of label stock changes and the operational time required to mount the label stock. Submission of label requests to execute during peak hours (Priority Indicator Code = 1 or 2) should be limited.

**18.6.5 Related Processing.** There is no related processing that concerns the End-User.

**18.6.6 Data Backup.** The End-User will not have responsibility for backup procedures related to the *Federal Logistics Information System (FLIS)*. All backups are performed by DLSC at the Federal Center in Battle Creek, Michigan.

**18.6.7 Recovery from Errors and Malfunctions.** See Appendix C, Informational Messages and Recovery Procedures.

**18.6.8 Messages.** See Appendix C, Informational Messages and Recovery Procedures.

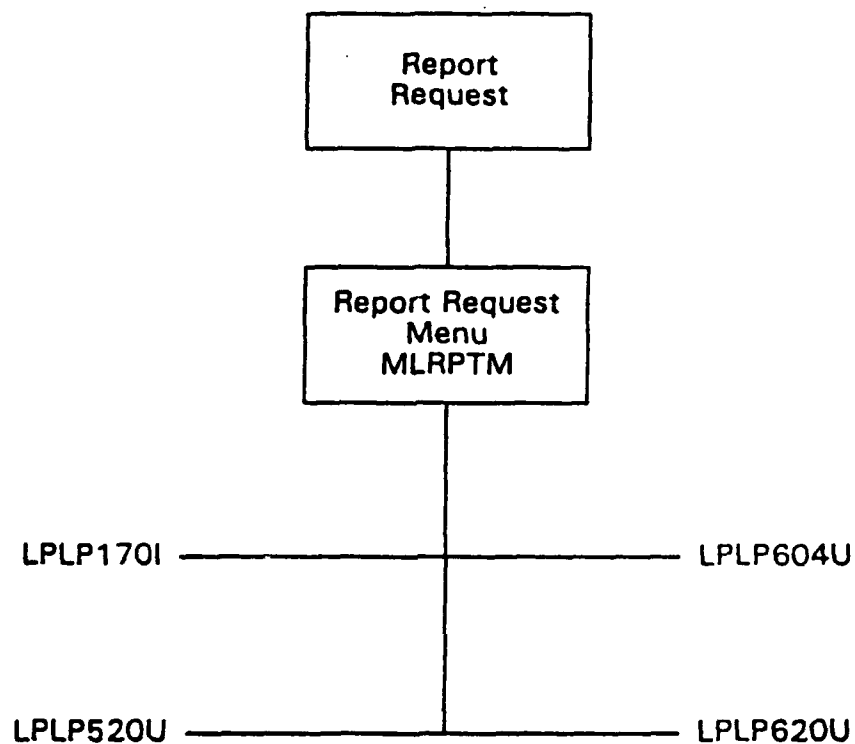
## REPORT REQUEST SUBSYSTEM PROCESSING REFERENCE GUIDE

**18.7.1 Report Request Subsystem Processing Reference Guide.** This chapter provides the End-User with the how-to-use technical information necessary to operate the Report Request program.

**18.7.2 Capabilities.** The Report Request Subsystem allows the End-User the capability to access the Logistics database to request, view, and process reports. For a detailed flow of the programs involved in this process, refer to Figures 7.1-01 through 7.1-02.

**18.7.3 Conventions.** Conventions used for the *Federal Logistics Information System (FLIS)* are described in Section 18.3.2.b of this manual. Conventions used within the AMLS Application include pre-formatted data displays and screen entry requirements. These are explained (with directions) in paragraphs 18.7.4.a through 18.7.4.g of the Report Request Processing Reference Guide. Specific screen illustrations are provided in Appendix B.

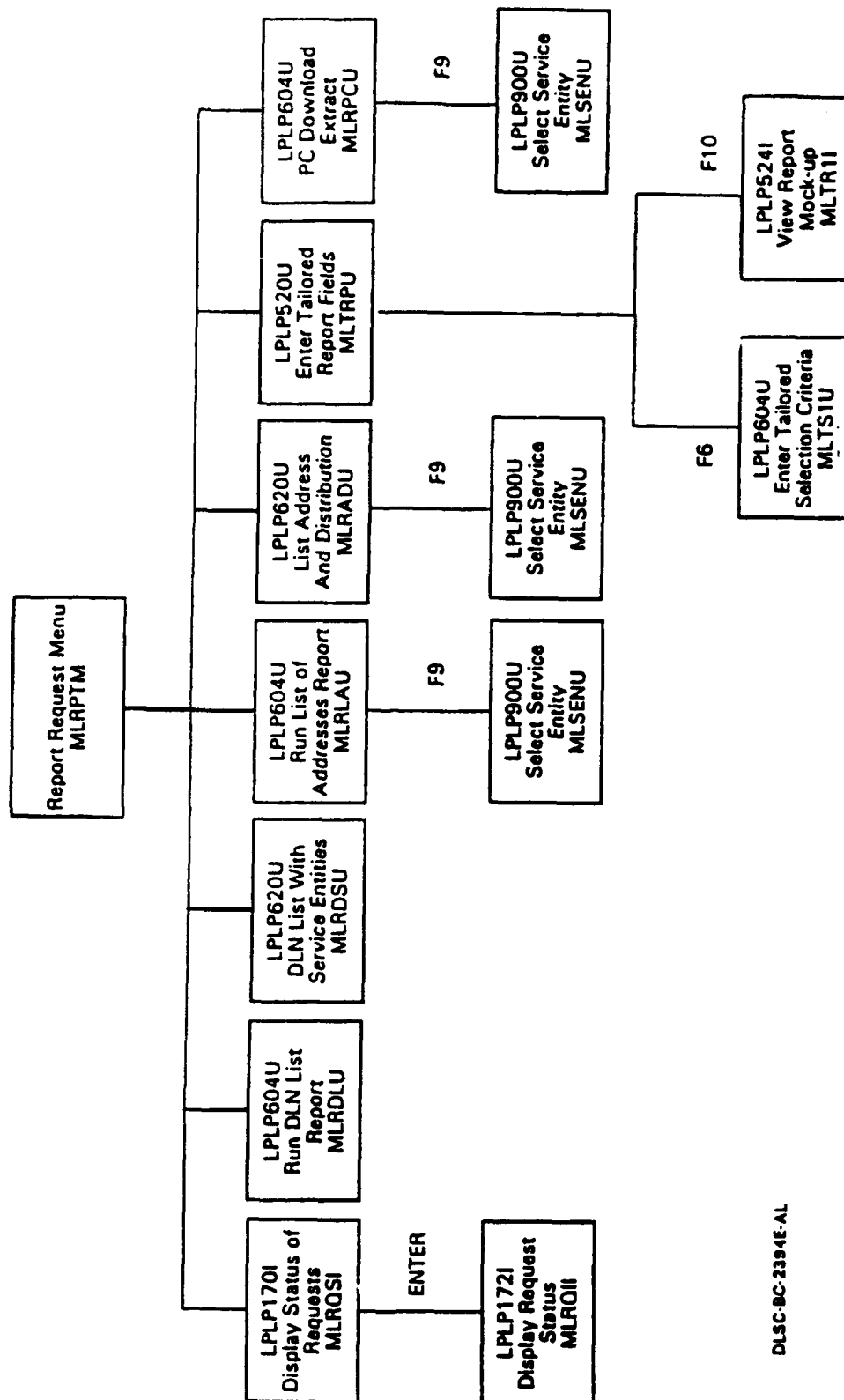
**18.7.4 Processing Procedures.** Processing procedures for Report Requests are provided in paragraphs 18.7.4.a through 18.7.4.g. These procedures provide step-by-step instructions for using the Ad Hoc Report Request task.



DLSC-8C-2393B-MF

Figure 7.1-01 Report Request Processing Flow





DLSC-BC-2394E-AL

Figure 7.1-02 Report Request Processing Flow

a. **Display Status of Request.**

(1) **Task Description.** The End-User tasks performed are:

(a) Displays the status of Label and Report requests by entering a specific Request Identifier or Date Range for the Date Submitted field.

(b) Displays the status of the Label and Report requests submitted according to Request ID, Date/Time Submitted and Processed, Source Code, Submitter's User-ID, Priority Code, and Number of Addresses processed for each Request ID. The requests are displayed grouped by Date Submitted.

(2) **Special Access.** This particular function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

AMLSMM - AMLS Main Menu  
MLRPTM - AMLS Report Request Menu  
MLRQSI - Enter Parameters to Display Request Status  
MLRQII - Display Status of Requests

(4) **Procedure.** From the AMLS Main Menu, select the AMLS Report Request Menu (MLRPTM) and press Enter. The AMLS Report Request Menu (MLRPTM) is displayed. Select the Display Status of Request (MLRQSI) option and press Enter. The Enter Parameters to Display Request Status screen (MLRQSI) is displayed.

Enter a valid DATE FROM, DATE TO (optional), or REQUEST ID and press Enter. The Display Status of Requests screen (MLRQII) is displayed.

The Display Status of Requests screen is a view-only screen that displays a listing of Label and Report Requests by Request ID, Date/Time Submitted and Processed, Source, Submitter's User-ID, Priority Indicator Code, and Number of Addresses Processed. Press F8 to view additional pages or F7 to view previous pages.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

b. **Run DLN List Report.**

(1) **Task Description.** The End-User tasks performed are:

(a) Enter an ad-hoc request for a DLN List Report.

(b) Produce the report using the regularly scheduled batch job stream.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

AMLSMM - AMLS Main Menu  
MLRPTM - AMLS Report Request Menu  
MLRDLU - DLN List

(4) **Procedure.** From the AMLS Main Menu, select the AMLS Report Request Menu and press Enter. The AMLS Report Request Menu (MLRPTM) is displayed. Select the DLN List option (MLRDLU) and press Enter.

The Update Tailored Request Parameters screen (MLTS2U) is displayed for the DLN List Report. Enter a Priority Indicator Code. If the Priority Indicator Code is not entered, the default of 4 (off-peak processing) is assigned. Press F6 (COMMIT). The request is added to the AMLS parameter database. It will be processed according to the Priority Indicator Code. The Request Identifier will be displayed in the report heading.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** Only one report request for the DLN List Report per User-ID is allowed at any one time.

c. **Run DLN List and Service Entity Report.**

(1) **Task Description.** The End-User tasks performed are:

(a) Enter an ad-hoc request for a DLN List and Service Entity Report.

(b) Produce the DLN List and Service Entity Report using the regularly scheduled batch job stream.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

AMLSMM - AMLS Main Menu  
MLRPTM - AMLS Report Request Menu  
MLRDSU - DLN List and Service Entity Report

(4) **Procedure.** From the AMLS Main Menu, select the AMLS Report Request Menu and press Enter. The AMLS Report Request Menu (MLRPTM) is displayed. Select the DLN List with Service Entities option (MLRDSU) and press Enter.

The Update Tailored Request Parameters screen (MLTS2U) is displayed for the DLN List and Service Entity Report. Enter a Priority Indicator Code. If the Priority Indicator Code is not entered, the default of 4 (off-peak processing) is assigned. Press F6 (COMMIT). The request is added to the AMLS parameter database. It will be processed according to the Priority Indicator Code. The Request Identifier will be displayed in the report heading.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** Only one report request for the DLN List and Service Entity Report per User-ID is allowed at any one time.

d. **Run List of Addresses Report.**

(1) **Task Description.** The End-User tasks performed are:

(a) Enter an ad-hoc request for a List of Addresses Report.

(b) Produce according to the regularly scheduled batch job stream.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

AMLSMM - AMLS Main Menu  
MLRPTM - AMLS Report Request Menu  
MLRLAU - Run List of Addresses Report

(4) **Procedure.** From the AMLS Main Menu, select the AMLS Report Request Menu and press Enter. The AMLS Report Request Menu (MLRPTM) is displayed. Select the List of Addresses option (MLRLAU) and press Enter.

The Enter Tailored Selection Criteria screen (MLTS1U) is displayed. Enter the Priority Indicator Code. If the Priority Indicator Code is not entered, the default of 4 (off-peak processing) is assigned. Enter at least one selection criteria and press F6 (COMMIT) to add the report request to the database or press F10 (ADD MORE) to add the report request to the database and to position the screen to be ready to process additional Tailored Selection Criteria.

If the selection criteria applies to a Service Entity other than the one displayed in the upper left corner of the screen under your User-ID, then press F9 (CHG ENT). The Select Service Entity screen (MLSENU) is displayed with a listing of Service Entities. You may tag only 1 Service Entity at a time for this request. Press F6 (PROCESS) to retain the Service Entity that was selected. The entity selected is displayed in the upper left corner of the screen under the USERID. Press F5 (PREV SCR) to return to the Enter Tailored Selection Criteria screen.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

e. **Run List of Addresses and Distribution Report.**

(1) **Task Description.** The End-User tasks performed are:

(a) Enter an ad-hoc request for a List of Addresses and Distribution Report

(b) Produce the report using the regularly scheduled batch job stream

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

AMLSMM - AMLS Main Menu  
MLRPTM - AMLS Report Request Men  
MLRADU - Run List of Addresses and Distribution Report  
MLSENU - Select Service Entity

(4) **Procedure.** From the AMLS Main Menu, select the AMLS Report Request Menu and press Enter. The AMLS Report Request Menu (MLRPTM) is displayed. Select the List of Addresses and Distribution option (MLRADU) and press Enter.

The Update Tailored Request Parameters screen (MLTS2U) is displayed. Enter the Priority Indicator Code. If the Priority Indicator Code is not entered, the default of 4 (off-peak processing) is assigned. Press F6 (PROCESS) to add the report request to the database.

If the selection criteria applies to a Service Entity other than the one displayed in the upper left corner of the screen under your User-ID, then press F9 (CHG ENT). The Select Service Entity screen (MLSENU) is displayed with a listing of Service Entities. You may tag only 1 Service Entity at a time. Press F6 (PROCESS) to retain the Service Entity that was selected. The entity selected is displayed in the upper left corner of the screen under the USERID. Press F6 (PROCESS) to add the report request to the database.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

f. **Enter Tailored Report Field Definitions.**

(1) **Task Description.** The End-User task performed is to enter custom field definitions for the report.

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

AMLSMM - AMLS Main Menu  
MLRPTM - AMLS Report Request Menu  
MLTRPU - Enter Tailored Report Field Definitions  
MLTSIU - Enter Tailored Selection Criteria  
MLTRII - View Report Mock-Up

(4) **Procedure.** From the AMLS Main Menu, select the AMLS Report Request Menu and press Enter. The AMLS Report Request Menu (MLRPTM) is displayed. Select the Enter Tailored Report Fields option (MLTRPU) and press Enter.

The Enter Tailored Report Field Definitions screen (MLTRPU) is displayed. Enter valid text in the TITLE LINE 1, INCLUDE DLN, INCLUDE DLN TITLE, and the INCLUDE DLN QUANTITY fields; the rest are optional input fields.

To view a Mock-Up of the report, press F10 (MOCKUP). The View Report Mock-Up screen is displayed. To return to the Enter Tailored Report fields screen, press F5 (PREV SCR).

The Enter Tailored Selection Criteria screen (MLTSIU) is displayed. Enter at least one selection criteria and press F6 (COMMIT) to add the report request to the database or press F10 (ADD MORE) to add the report request to the database and to position the screen to be ready to process additional Tailored Selection Criteria.

If the selection criteria applies to a Service Entity other than the one displayed in the upper left corner of the screen under your User-ID, then press F9 (CHG ENT). The Select Service Entity screen (MLSENU) is displayed with a listing of Service Entities. You may tag only 1 Service Entity at a time for this request. Press F6 (PROCESS) to retain the Service Entity that was selected. The entity selected is displayed in the upper left corner of the screen under the USERID. Press F5 (PREV SCR) to return to the Enter Tailored Selection Criteria screen.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

g. **PC Download Extract.**

(1) **Task Description.** The End-User tasks performed are:

(a) Enter an ad-hoc request for a PC Download of Addresses

(b) Produce the extract file using the regularly scheduled batch job stream

(2) **Special Access.** This function is available to authorized users only within the *FLIS* system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

AMLSMM - AMLS Main Menu  
MLRPTM - AMLS Report Request Menu  
MLRPCU - Enter Tailored Selection Criteria for PC Download Extract

(4) **Procedure.** From the AMLS Main Menu, select the AMLS Report Request Menu and press Enter. The AMLS Report Request Menu (MLRPTM) is displayed. Select the PC Download Extract option (MLRPCU) and press Enter.

The Enter Tailored Selection Criteria screen (MLTS1U) is displayed. Enter at least one selection criteria and press F6 (COMMIT) to add the report request to the database or press F10 (ADD MORE) to add the report request to the database and to position the screen to be ready to process additional Tailored Selection Criteria.

If the selection criteria applies to a Service Entity other than the one displayed in the upper left corner of the screen under your User-ID, then press F9 (CHG ENT). The Select Service Entity screen (MLSENU) is displayed with a listing of Service Entities. You may tag only 1 Service Entity at a time for this request. Press F6 (PROCESS) to retain the Service Entity that was selected and return to the previous screen. The entity selected is displayed in the upper left corner of the screen under the USERID. Press F5 (PREV SCR) to return to the Enter Tailored Selection Criteria screen.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**18.7.5 Related Processing.** There is no related processing that concerns the End-User.

**18.7.6 Data Backup.** The End-User will not have responsibility for backup procedures related to the *Federal Logistics Information System (FLIS)*. All backups are performed by DLSC at the Federal Center in Battle Creek, Michigan.

**18.7.7 Recovery from Errors and Malfunctions.** See Appendix C, Informational Messages and Recovery Procedures.

**18.7.8 Messages.** See Appendix C, Informational Messages and Recovery Procedures.

## CHAPTER 8

### AMLS DLSC PROGRAM MANAGEMENT SUBSYSTEM PROCESSING REFERENCE GUIDE

**18.8.1 AMLS DLSC Program Management Subsystem Processing Reference Guide.** This chapter provides the End-User with the technical information necessary to operate the AMLS DLSC Program Management subsystem.

**18.8.2 Capabilities.** The AMLS DLSC Program Management Subsystem allows the End-User the capability to add, change, and delete DLN information and Label and Field Definitions. For a detailed flow of the programs involved in this process, refer to Figures 8.1-01 through 8.1-05.

**18.8.3 Conventions.** Conventions used for the *Federal Logistics Information System (FLIS)* are described in Section 18.3.2.b of this manual. Conventions used within the AMLS Application include pre-formatted data views and screen entry requirements. These are explained (with instructions) in paragraphs 18.8.4.a through 18.8.4.g of the AMLS DLSC Program Management Processing Procedures and screen illustrations in Appendix B.

**18.8.4 Processing Procedures.** Processing procedures for AMLS DLSC Program Management subsystem are provided in paragraphs 18.8.4.a through 18.8.4.g. These procedures provide step-by-step instructions for performing each of the AMLS DLSC Program Management tasks.

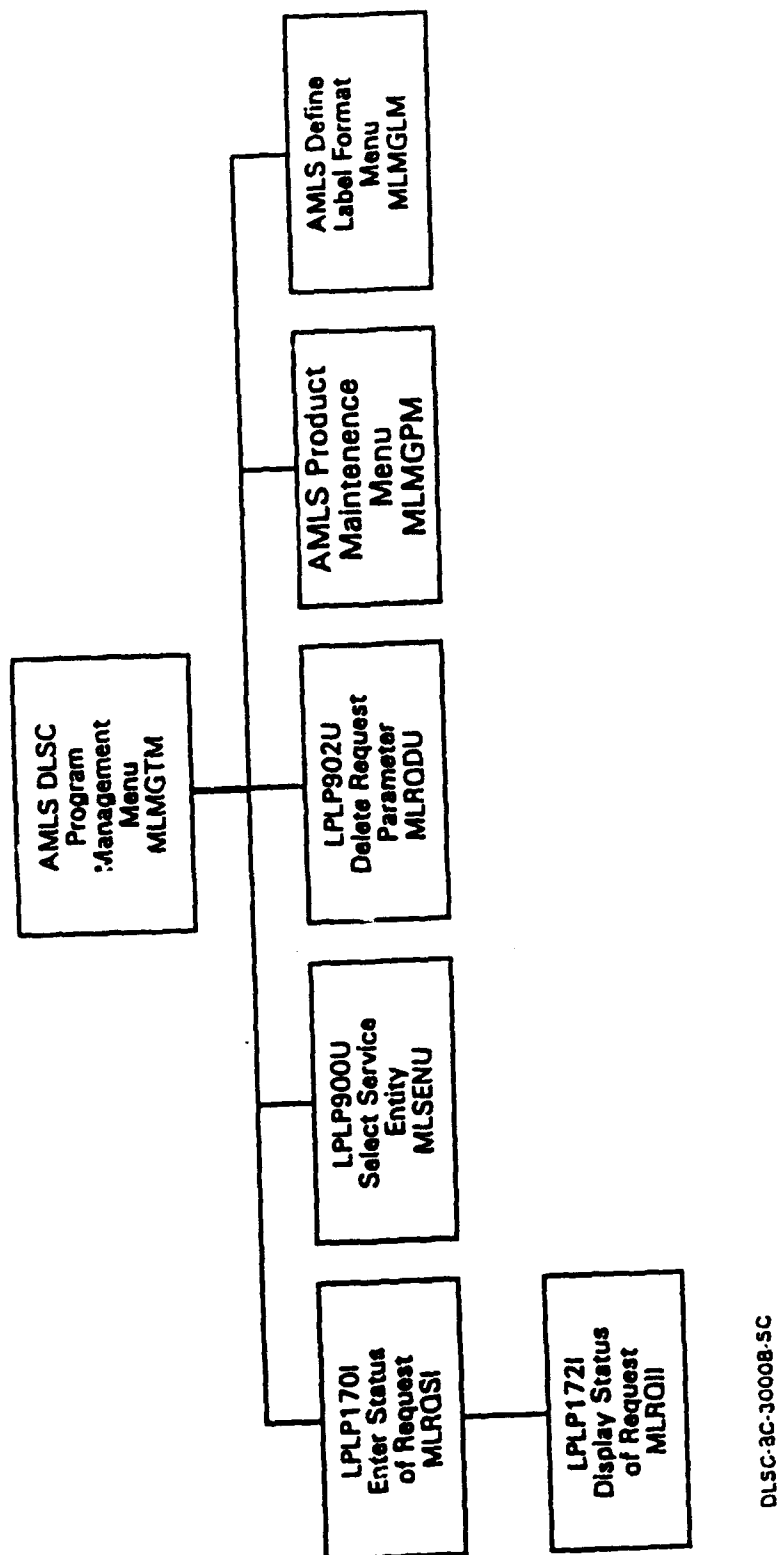


Figure 8.1-01 AMLS DLSC Program Management Processing Flow

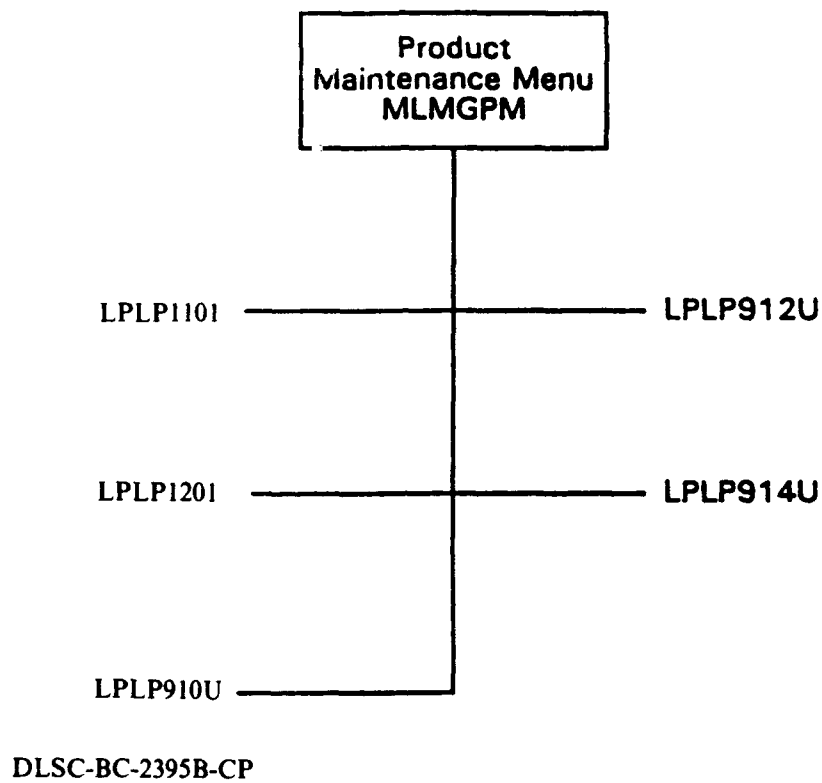
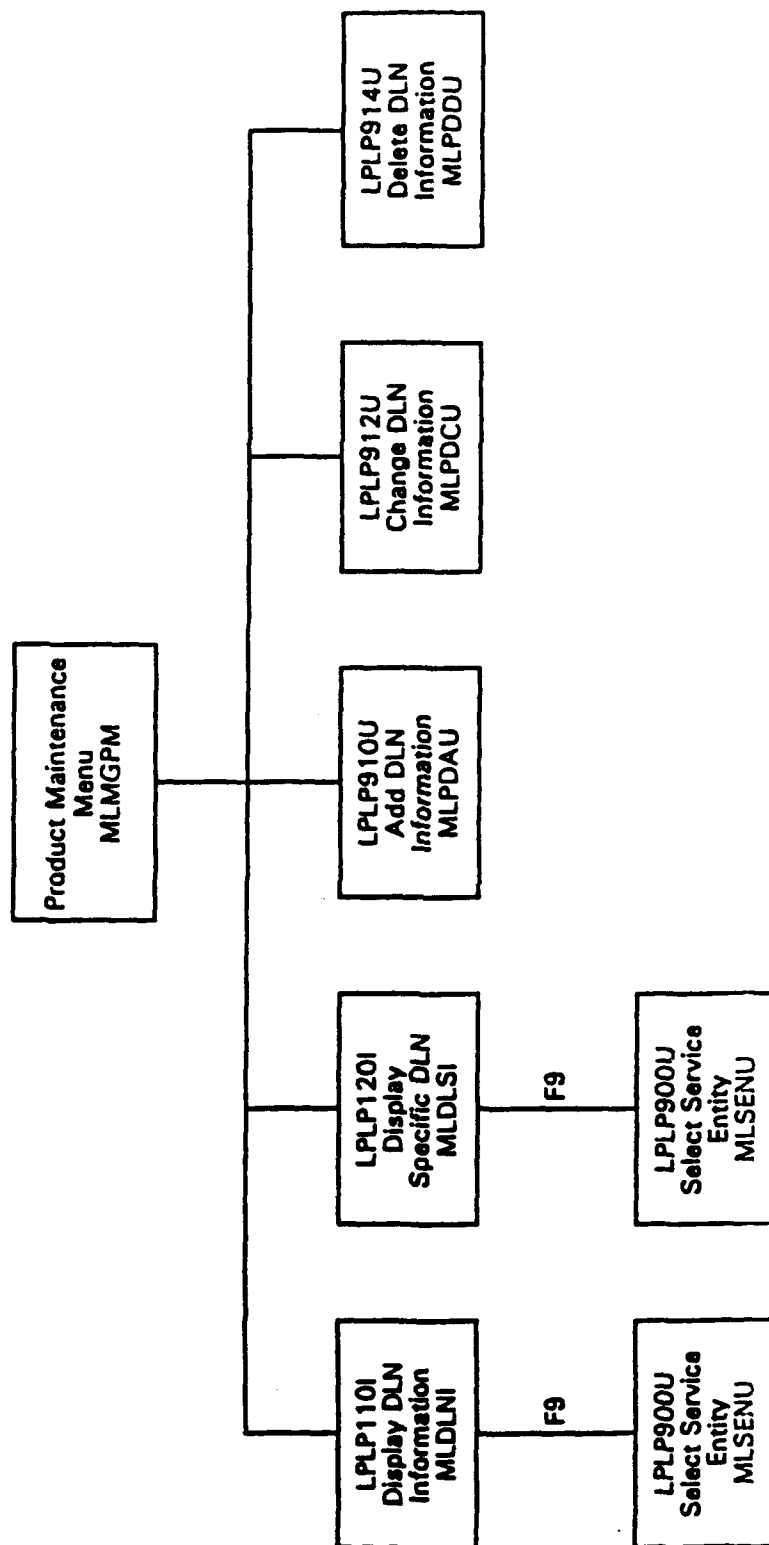


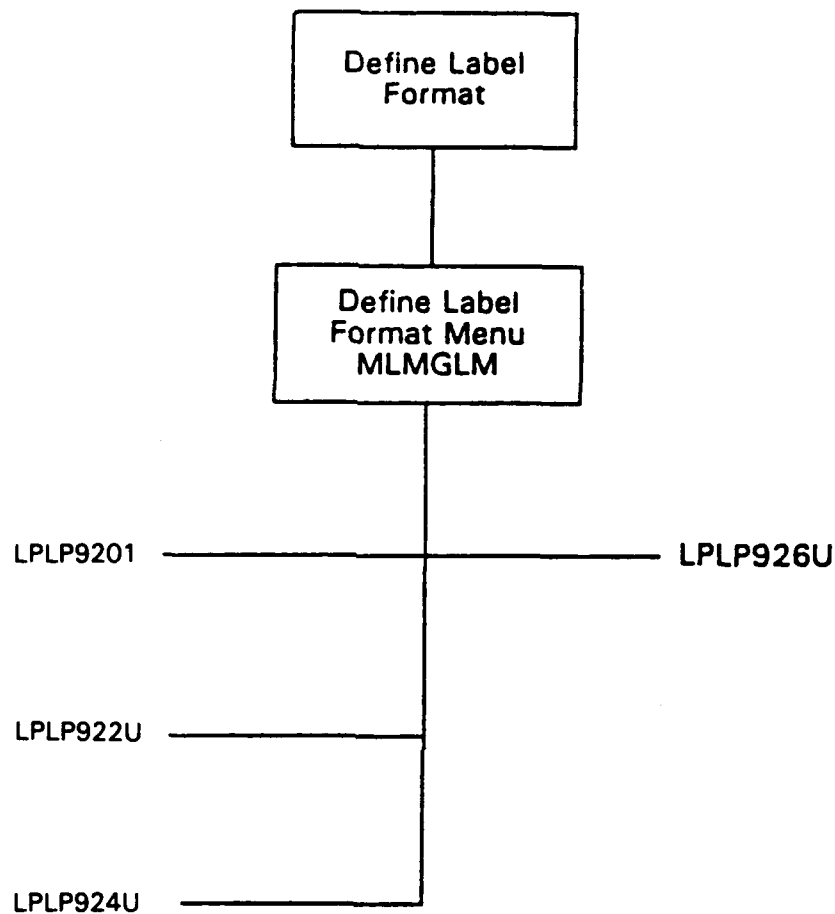
Figure 8.1-02 Product Maintenance Processing Flow





DLSC-8C-2398A-JL

Figure 8.1-03 Product Maintenance Processing Flow



DLSC-BC-2397A-UL

Figure 8.1-04 Define Label Format Processing Flow

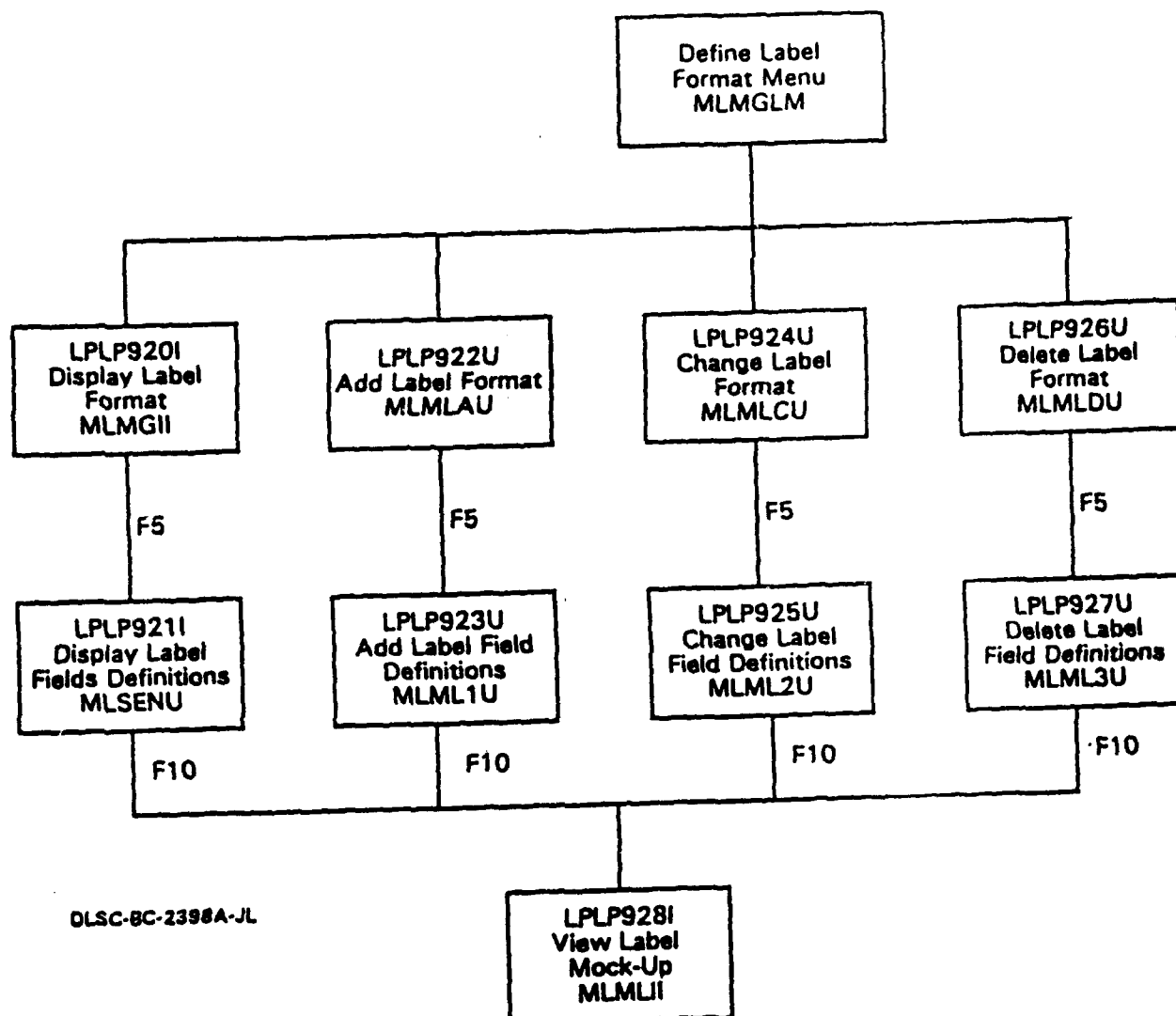


Figure 8.1-05 Define Label Format Processing Flow

a. **Add DLN.**

(1) **Task Description.** Add a DLN to the AMLS database.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLMGTM - AMLS DLSC Program Management Menu  
MLMGPM - Product Maintenance Menu  
MLPDAU - Add DLN Information

(4) **Procedure.** From the AMLS Main Menu, select the AMLS DLSC Program Management Menu option and press Enter.

Select the AMLS Product Maintenance Menu and press Enter. From the AMLS Product Maintenance Menu, select the Add DLN Information option and press Enter. The Add DLN Information screen is displayed with the cursor positioned at the DLN field. Key in a new valid 10-digit DLN and its Product Title, then press Enter. Press F6 (Commit) to add data to files.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

b. **Change DLN.**

(1) **Task Description.** Change a DLN in the AMLS database.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLMGTM - AMLS DLSC Program Management Menu  
MLMGPM - AMLS Product Maintenance Menu  
MLPDCU - Change DLN Information

(4) **Procedure.** From the AMLS Main Menu, select the AMLS DLSC Program Management Menu option and press Enter. Select the AMLS Product Maintenance Menu option and press Enter. Select the Change DLN Information option and press Enter. The cursor will be positioned at the DLN From field.

Key in a valid 10-digit DLN From, a valid 10-digit DLN To, and press Enter. Press F6 (Commit) to complete the change.

(5) **Special Features.** This screen automatically updates all related Distribution information by changing the DLN. This screen does not delete the DLN From from the database.

(6) **Data Features.** N/A.

(7) **Considerations.** The Address Count and Number of Copies data may not be updated on the Change DLN Information screen. These statistics are displayed for verification purposes only.

c. **Delete DLN.**

(1) **Task Description.** Delete a DLN and all related Distribution information from the AMLS database.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLMGTM - AMLS DLSC Program Management Menu  
MLMGPM - Product Maintenance Menu  
MLPDDU - Delete DLN Information

(4) **Procedure.** From the AMLS Main Menu, select the AMLS DLSC Program Management Menu option and press Enter. Select the Product Maintenance Menu option and press Enter. Select the Delete DLN Information option and press Enter.

The Delete DLN Information option is displayed with the cursor positioned at the DLN Product to Delete field. Key in a valid 10-digit DLN Product to Delete and press Enter. Press F6 (Commit) to delete the DLN from the database.

(5) **Special Features.** This program will automatically delete all Distribution information associated with the specified DLN. This program will delete the DLN from the Product database whether the Distribution information exists or not.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**d. Add Label Format and Field Definitions.**

(1) **Task Description.** Add valid Label Format and Label Field Definitions to the database for the baseline Service Entities.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU	- AMLS Main Menu
MLMGTM	- AMLS DLSC Program Management Menu
MLMLAU	- Add Label Format
MLMLIU	- Add Label Field Definitions
MLMLII	- View Label Mock-up

(4) **Procedure.** From the AMLS Main Menu, select the AMLS DLSC Program Management Menu option and press Enter. Select the Define Label Format Menu and press Enter. Select the Add Label Format option and press Enter.

The Add Label Format screen is displayed with the cursor positioned at the Label Format ID field. Key data into the Add Label Format screen fields and press Enter. Press F6 (Process) to add data to files.

The Enter Label Field Definitions screen is displayed with the cursor positioned at the MA/AA Row field. Key data into the Enter Label Field Definitions screen fields and press Enter.

To view Label Mock-up, press F10 (Mockup). The View Label Mock-up screen will be displayed showing the label address block. Press F5 (Prev Scr) key to return to the Enter Label Field Definitions screen. Press F6 (Commit) to add the Label Format/Field Definition.

(5) **Special Features.** The End-User is allowed to customize the label format by describing the field locations

and inputting where a field will print on the label. It also allows the End-User to enter sort sequence information for the label.

The End-User will be able to view a Mock-up of the label before actually committing the changes by pressing the F10 (Mockup) key.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**e. Change Label Format and Field Definitions.**

(1) **Task Description.** Change and validate Label Format and Label Field Definitions on the database.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU	- AMLS Main Menu
MLMGTM	- AMLS DLSC Program Management Menu
MLMGLM	- AMLS Define Label Format Menu
MLMLCU	- Change Label Format
MLML2U	- Change Label Field Definitions
MLMLII	- View Label Mock-up

(4) **Procedure.** From the AMLS Main Menu, select the AMLS DLSC Program Management Menu option and press Enter. Select the AMLS Define Label Format Menu option and press Enter. Select the Change Label Format option and press Enter.

The Change Label Format screen is displayed with the cursor positioned at the Label Format ID field. Key in a valid Label Format ID and press Enter. Label Format information is displayed with the cursor positioned at the Forms Message to Computer Operator.

Key valid change data into the Change Label Format screen fields and press Enter. Press F6 (Process) to change Field Definitions.

The Change Label Field Definitions screen is displayed with the cursor positioned at the MA/AA Row field. Key valid change data into the Change Label Field Definitions screen fields and press Enter.

To view Label Mock-up, press F10 (Mockup). The View Label Mock-up screen will be displayed showing the label address block.

Press F5 (Prev Scr) to return to the Change Label Field Definitions screen. Press F6 (Commit) to complete changes.

(5) **Special Features.** The End-User is allowed to customize the label format by describing the field locations and inputting where a field will print on the label. It also allows the End-User to enter sort sequence information for the label.

The End-User will be able to view a Mock-up of the label before actually committing the changes by pressing the F10 (Mockup) key.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**f. Delete Label Format and Field Definitions.**

(1) **Task Description.** Delete Label Format and Label Field Definitions from the database.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLMGTM - AMLS DLSC Program Management Menu  
MLMGLM - Define Label Format Menu  
MLMLDU - Delete Label Format  
MLML3U - Delete Label Field Definitions  
MLML11 - View Label Mock-up

(4) **Procedure.** From the AMLS Main Menu, select the AMLS DLSC Program Management Menu option and press Enter. Select the Define Label Format Menu option and press Enter. Select the Delete Label Format option and press Enter.

The Delete Label Format screen is displayed with the cursor positioned at the Label Format ID field. Key in a valid Label Format ID. Press F5 (Field Def) to display the Delete Label Field Definitions screen.

To view Label Mock-up, press F10 (Mockup). The View Label Mock-up screen will be displayed showing the label address block.

Press F5 (Prev Scr) to return to the Delete Label Field Definitions screen. Press F6 (Commit) to delete the records from the database.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**g. Display Label Format and Field Definitions.**

(1) **Task Description.** Display Label Format and Label Field Definitions on the database.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized system.

(3) **Screen Displays.** The following screens may display during this procedure. For specific information about a screen, see Appendix B.

MLMENU - AMLS Main Menu  
MLMGTM - AMLS DLSC Program Management Menu  
MLMGLM - Define Label Format Menu  
MLMG11 - Display Label Format  
MLMG11 - Display Label Field Definitions  
MLML11 - View Label Mock-up

(4) **Procedure.** From the AMLS Main Menu, select the AMLS DLSC Program Management Menu option and press Enter. Select the Define Label Format Menu option and press Enter. Select the Display Label Format option and press Enter.

The Display Label Format screen is displayed with the cursor positioned at the Label Format ID field. Key in a valid Label Format ID. Press F5 (Field Def) to display the Display Label Field Definitions screen.

To view Label Mock-up, press F10 (Mockup). The View Label Mock-up screen will be displayed showing the label address block. Press the F5 (Prev Scr) key to return to the Display Label Field Definitions screen.

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**18.8.5 Related Processing.** N/A.

**18.8.6 Data Backup.** The End-User will not have responsibility for backup procedures related to the DLSC Modernized System. All backups are performed by DLSC at the Federal Center in Battle Creek, Michigan.

**18.8.7 Recovery from Errors and Malfunctions.** See Appendix C, Informational Messages.

**18.8.8 Messages.** See Appendix C, Informational Messages.

## CHAPTER 9

### BATCH PROCESSING SUBSYSTEM PROCESSING REFERENCE GUIDE

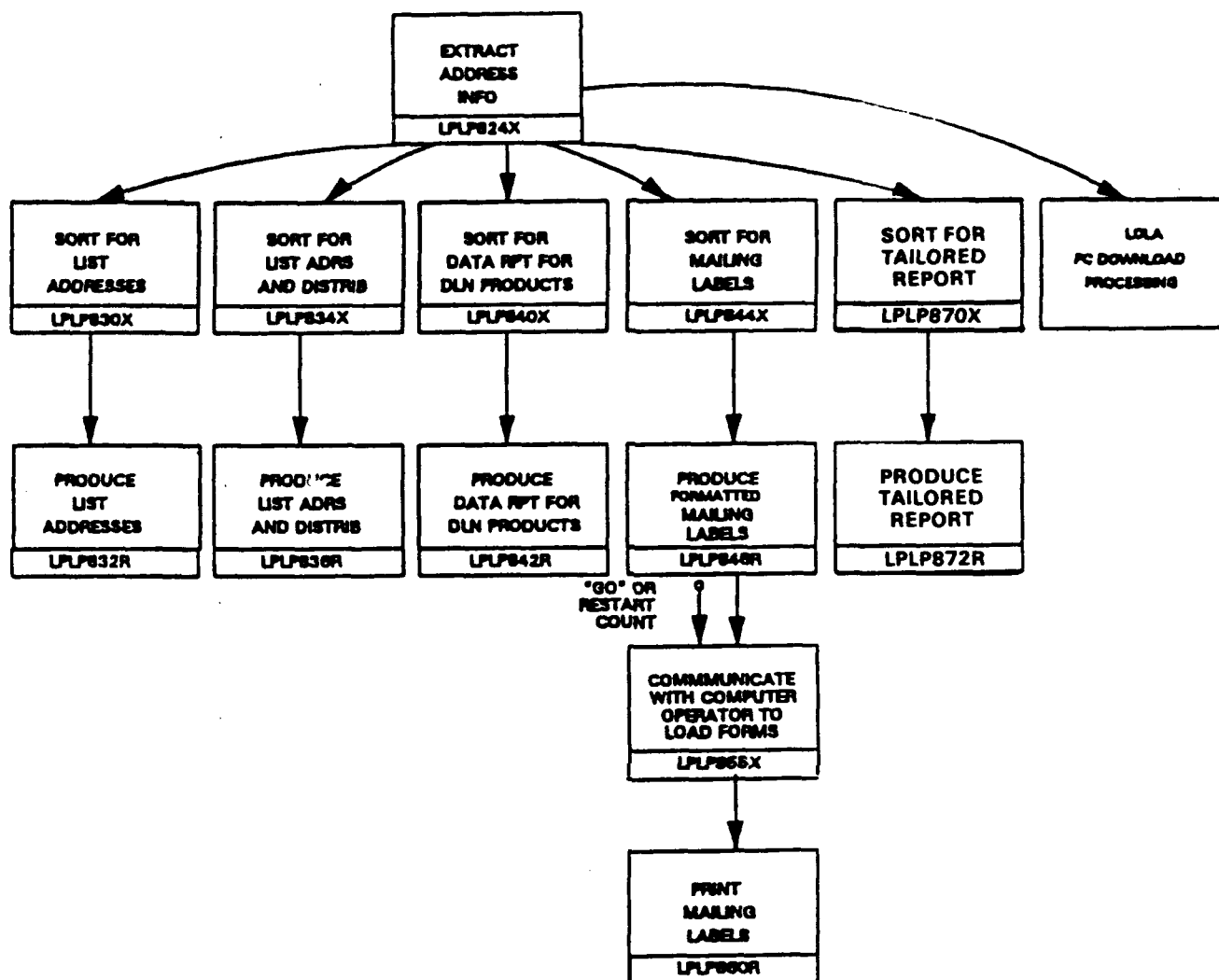
**18.9.1 Batch Processing Subsystem Processing Reference Guide.** This chapter provides the End-User with the technical information necessary to use the outputs from the AMLS Batch Processing Subsystem.

**18.9.2 Capabilities.** This subsystem provides the user with cyclical/scheduled processing of Request Parameters stored on the database. The Request Parameters specify the production of sets of mailing labels and AMLS standard reports or tailored reports. The cyclical/scheduled batch processing provides the ability on an ad-hoc basis for the computer operations user to restart the printing of mailing labels in the event of a hardware failure, such as a paper jam, torn stock, etc.

Additionally, this subsystem provides the user with the ability to update the address and distribution database tables via the ad-hoc Mass Address Load function. Refer to Figures 9.1-01 through 9.1-03 for the Processing Flows.

**18.9.3 Conventions.** Conventions used for the on-line portion of the *Federal* Logistics Information System (*FLIS*) are described in Section 18.3.2.b of this manual. Conventions used within the AMLS Application include pre-formatted data views and report output requirements. These are explained (with instructions) in paragraphs 18.9.4.a through 18.9.4.u of the Batch Processing Subsystem Processing Procedures and report output illustrations.

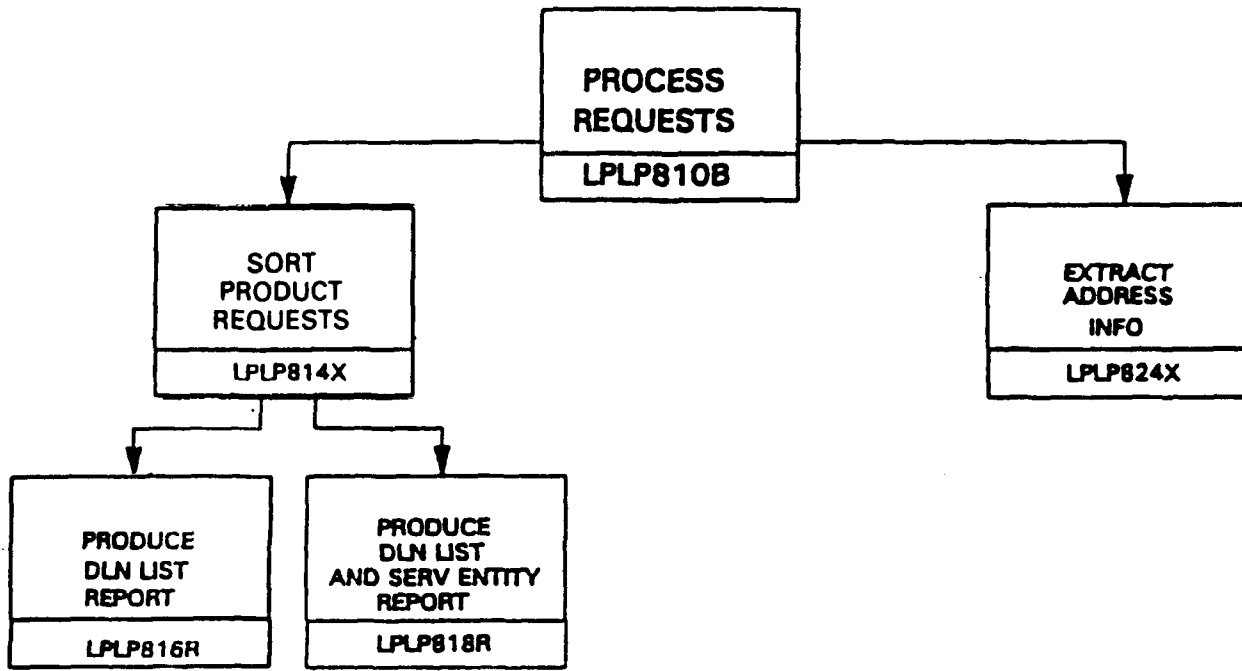
**18.9.4 Processing Procedures.** Processing procedures for the Batch Processing Subsystem are provided in paragraphs 18.9.4.a through 18.9.4.u. These procedures provide instructions for using the outputs from the Batch Processing Subsystem tasks.



BLSC-00-001-07

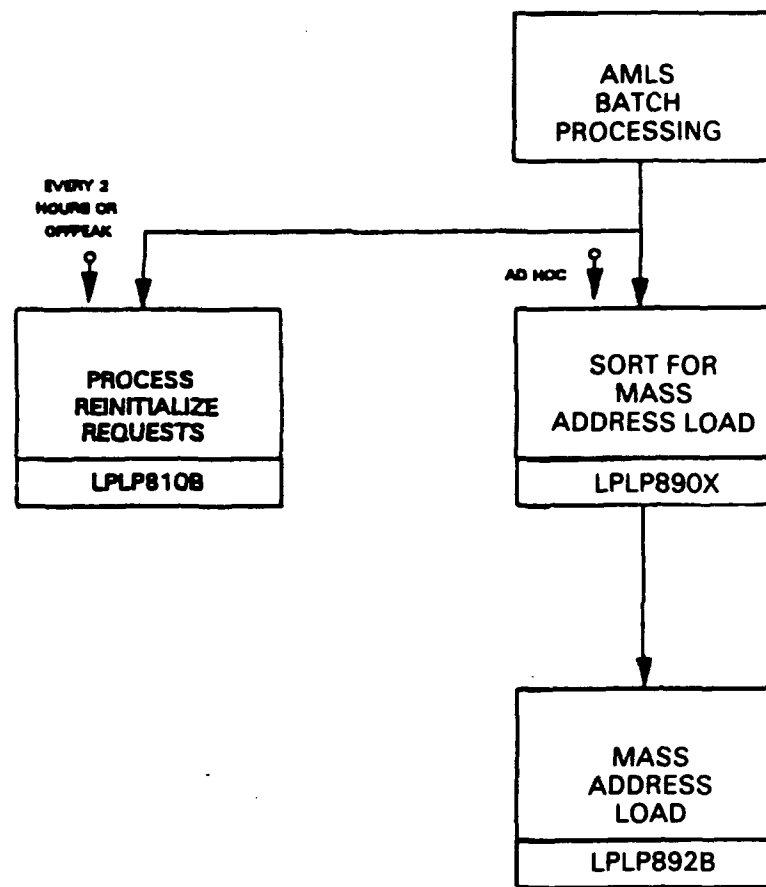
Figure 9.1-01 Batch Processing Subsystem Processing Flow





DL90-80-4623-CF

Figure 9.1-02 Batch Processing Subsystem Processing Flow



DLSC-SC-4833-CF

Figure 9.1-03 Batch Processing Subsystem Processing Flow

a. **Cyclical Batch Processing Schedule.** The programs listed in Table 9.3.1-1 Cyclical Processing Scheduled Programs, are executed by the cyclical processing scheduled by an automated scheduler called CONTROL-M (COTS). These programs are for both peak processing and off-peak processing.

Table 9.3.1-1 Cyclical Processing Scheduled Programs	
PROGRAM ID	PROGRAM FUNCTION
LPLP810B	Process and Reinitialize Request Parameter Database
LPLP814X	Sort Product-Related Request Parameters
LPLP816R	Produce Report Titled, "DLN List and Service Entity Report"
LPLP824X	Extract Address Information for Processing by Label and Ad-Hoc Address-Related Reports
LPLP830X	Sort Address Information for Ad-Hoc Report, "List of Addresses"
LPLP832R	Produce Report Titled, "List of Addresses"
LPLP834X	Sort Address Information for Ad-Hoc Report, "List of Addresses and Distribution"
LPLP836R	Produce Report Titled, "List of Addresses and Distribution"
LPLP840X	Sort Address Information for Ad-Hoc Report, "Data Report for DLN Products"
LPLP842R	Produce Report Titled, "Data Report for DLN Products"
LPLP844X	Sort Address Information for Program to Produce Mailing Labels
LPLP846R	Produce Mailing Labels
LPLP855X	Communicate with computer Operator to Load Mailing Label Forms
LPLP860R	Print Mailing Labels
LPLP870X	Sort Address Information for Processing by Tailored Report to List Address Information
LPLP872R	Produce Tailored Address Report (title is provided by the requestor)

(1) **Peak Processing.** Peak processing will be scheduled by CONTROL-M (COTS) every two hours daily at the following times:

08:00  
10:00  
12:00  
14:00  
16:00  
18:00

(2) **Off-Peak Processing.** Off-Peak processing will be scheduled by CONTROL-M once daily at 22:00.

**b. Process and Initialize Request Parameter Database.**

(1) **Task Description.** This cyclical/scheduled batch program processes the requests that have not yet been processed on the Request Parameter database. The program extracts the requests and splits them into a file of address-related requests and a file of product-related requests. This program deletes requests that have been processed after the specified retention period has been met (i.e., after 30 days).

(2) **Special Access.** This particular function is available to authorized users (i.e., Computer Operations personnel) only within the DLSC Modernized System.

(3) **Report Output.** N/A.

(4) **Procedure.** Refer to the computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**c. Sort Product-Related Request Parameters for Processing by Ad-Hoc Product-Related Reports.**

(1) **Task Description.** This cyclical/scheduled batch process executes the system sort utility on the product-related extracted requests.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** N/A.

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

d. **Produce Report Titled "DLN List Report".**

- (1) **Task Description.** This cyclical/scheduled batch program produces a report that lists all the DLN products and their distribution summary statistics.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.
- (3) **Report Output.** Refer to Figure 9.3.4.3-01, DLN List Report (LPLP816R).
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

—REPORT: P816R—

DATE: XXXXXXXX TIME: XXXXXXXX	MAILING LABEL SYSTEM DLN LIST REPORT	REQUEST ID XXXXXXXX SUBMITTER USER ID XXXXXXXX	LPLP816R PAGE ZZ.ZZ9
DLN	PRODUCT TITLE	NO. OF ADDRESSES	TOTAL COPIES
XXXXXXXXXXXXX	XXXXXXXXXXXXX	ZZ.ZZZ.ZZZ.ZZ9	ZZ.ZZZ.ZZZ.ZZ9
XXXXXXXXXXXXX	XXXXXXXXXXXXX	ZZ.ZZZ.ZZZ.ZZ9	ZZ.ZZZ.ZZZ.ZZ9
XXXXXXXXXXXXX	XXXXXXXXXXXXX	ZZ.ZZZ.ZZZ.ZZ9	ZZ.ZZZ.ZZZ.ZZ9
XXXXXXXXXXXXX	XXXXXXXXXXXXX	ZZ.ZZZ.ZZZ.ZZ9	ZZ.ZZZ.ZZZ.ZZ9
GRAND TOTAL	ZZZ.ZZ9	ZZ.ZZZ.ZZZ.ZZ9	ZZ.ZZZ.ZZZ.ZZ9

Figure 9.3.4.3-01 DLN List Report (LPLP816R)  
Gives all DLNs W/I Service Entity

e. **Produce Report Titled "DLN List and Service Entity Report".**

- (1) **Task Description.** This cyclical/scheduled batch program produces a report that lists all the DLN products and their distribution summary statistics by Service Entity.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.
- (3) **Report Output.** Refer to Figure 9.3.5.3-01, DLN List and Service Entity Report (LPLP818R).
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

--REPORT. P818R--

DATE: XXXXXXXX TIME: XXXX		MAILING LABEL SYSTEM DLN LIST AND SERVICE ENTITY REPORT		REQUEST ID XXXXXXXX SUBMITTER USER ID XXXX		LPLP818R PAGE 22.ZZ9
DLN	PRODUCT TITLE	LBL ID	SERVICE ENTITY	NO OF ADRS	TOTAL COPIES	
XXXXXXXXXX	XXXXXXXXXXXXXX	XX	XXXXXXXXXXXXXX	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
		XX	XXXXXXXXXXXXXX	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
		XX	XXXXXXXXXXXXXX	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
			DNL TOTAL	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
XXXXXXXXXX	XXXXXXXXXXXXXX	XX	XXXXXXXXXXXXXX	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
		XX	XXXXXXXXXXXXXX	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
		XX	XXXXXXXXXXXXXX	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
			DLN TOTAL	22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	
GRAND TOTAL ALL SERVICE ENTITIES		TOTAL NUMBER OF DLN 22.ZZ9		22.ZZZ.ZZZ.ZZ9	22.ZZZ.ZZZ.ZZ9	

DATE: XXXXXXXX TIME: XXXXXXXX		MAILING LABEL SYSTEM DLN LIST AND SERVICE ENTITY REPORT		REQUEST ID XXXXXXXX		LPLP818R PAGE 22.229			
TOTALS BY SERVICE ENTITY									
LBL ID		SER- VICE ENTITY		NO OF ADRS		TOTAL COPIES		NO OF DLN	
XX		XXXXXXXXXXXXXXXXXX		22.222.222.229		22.222.222.229		222.229	
XX		XXXXXXXXXXXXXXXXXX		22.222.222.229		22.222.222.229		222.229	
XX		XXXXXXXXXXXXXXXXXX		22.222.222.229		22.222.222.229		222.229	

Figure 9.3.5.3-01 DLN List and Service Entity Report (LPLP818R)

f. **Extract Address Information for Processing by Label and Ad-Hoc Address-Related Reports.**

(1) **Task Description.** This cyclical/scheduled batch program extracts the address information that satisfies the selection criteria of each request. This program produces a separate file for each target process (program). Each extract file is passed to a sort step. If a PC Download of address information is requested, the PC Download User Data Table is updated by this program.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** N/A.

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**g. Sort Address Information for Processing by Ad-Hoc Report "List of Addresses".**

(1) **Task Description.** This cyclical/ scheduled batch process executes the system sort utility on the address records for the target report program.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** N/A.

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

**h. Produce Report Titled "List of Addresses" for the Specified Service Entity.**

(1) **Task Description.** This cyclical/ scheduled batch program produces a report that lists all addresses for the specified Service Entity.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** Refer to Figure 9.3.8.3-01, List of Addresses (LPLP832R)

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

--REPORT: 832R--

DATE: XXXXXX  
TIME: XXXXXX

MAILING LABEL SYSTEM  
LIST ADDRESSES FOR XX  
XXXXXXXXXXXXXXXXXXXX

REQUEST ID XXXXXXXX

LPLP832R  
PAGE ZZ,ZZ9

AA	MLNG	MAILING ADDRESS	ZIP CODE	AA	MLNG	MAILING ADDRESS	ZIP CODE
XXXXXX	X	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXX	X	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXX
XXXXXX	X	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXX	X	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXX

TOTAL NUMBER OF ADDRESSES ZZ,ZZZ,ZZZ,ZZ9

Figure 9.3.8.3-01 List of Addresses Report (LPLP832R)

i. Sort Address Information for Processing by Ad-Hoc Report "List of Addresses and Distribution".

- (1) **Task Description.** This cyclical/scheduled batch process executes the system sort utility on the address records for the target report program.
- (2) **Special Access.** This particular function is available to authorized users only within the DICS Modernized System.
- (3) **Report Output.** N/A.
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.



j. **Produce Report Titled "List of Addresses and Distribution" for the Specified Service Entity.**

- (1) **Task Description.** This cyclical scheduled batch program produces a report that lists all addresses and the distribution list received at the address. All addresses distribution records are listed for the specified Service Entity.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.
- (3) **Report Output.** Refer to Figure 9.3.10.3-01, List of Addresses and Distribution Report (LPLP836R).
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

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Volume 18

---REPORT: P836R---

DATE: XXXXXXXX MAILING LABEL SYSTEM REQUEST ID: XXXXXXXX LPLP836R  
TIME: XXXXXX LIST ADDRESSES AND DISTRIBUTION FOR XX XXXXXXXXXXXXXXXXXXXX USER ID: XXX PAGE ZZ.ZZ9

AA	MLNG PIC	MAILING ADDRESS	ZIP CODE
XXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX

XXX ZZ.ZZZ XXX ZZ.ZZZ XXX ZZ.ZZZ XXX ZZ.ZZZ XXX ZZ.ZZZ XXX ZZ.ZZZ

TOTAL FOR ADDRESS NO OF DLNS ZZ.ZZZ NO OF COPIES ZZ.ZZZ.ZZZ.ZZ9

XXXXXXX	X	XXXXXX-XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
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TOTAL FOR ADDRESS NO OF DLNS ZZ.ZZZ NO OF COPIES ZZ.ZZZ.ZZZ.ZZ9

DATE: XXXXXXXX MAILING LABELS SYSTEM REQUEST ID: XXXX LPLP836R  
TIME: XXXXXX LIST ADDRESSES AND DISTRIBUTION FOR XX XXXXXXXXXXXXXXXXXXXX USER ID: XX PAGE ZZ.ZZ9

AA	MLNG	MAILING ADDRESS	ZIP CODE
GRAND TOTAL NO OF ADRS ZZ.ZZZ.ZZ9 NO OF DLNS ZZ.ZZ9 NO OF COPIES ZZ.ZZZ.ZZZ.ZZ9			

Figure 9.3.10.3-01 List of Addresses and Distribution Report (LPLP836).

**k. Sort Address Information for Processing by Ad-Hoc Report Titled "Data Report for DLN Products".**

- (1) **Task Description.** This cyclical/scheduled batch process executes the system sort utility on the address records for the target report program.
- (2) **Special Access.** This particular function is available to authorized users within the DLSC Modernized System.
- (3) **Report Output.** N/A.
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

**l. Produce Report Titled "Data Report for DLN Products".**

- (1) **Task Description.** This cyclical/scheduled batch program produces a report that summarizes by DLN Product the number of addresses and number of copies. The report is part of the production of standard mailing labels. The report is given to the Contractors along with the sets of mailing labels and with the tapes, camera copy and/or master fiche and any future masters.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.
- (3) **Report Output.** Refer to Figure 9.3.12.3-01, Data Report for DLN Products (Program LPLP842R - Referred to as the "Picking List").
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

--REPORT: P842R--

DATE: XXXXXXXX MAILING LABELS SYSTEM REQUEST ID XXXXXXXX LPLP842R  
TIME: XXXXXXXX DATA REPORT FOR DLN PRODUCTS FOR XX XXXX USER ID XXXXXXXX PAGE 22.229

PICKING LIST FOR  
DISTRIBUTION LIST NUMBER XXXXXXXXXXXX XXXXXXXXXXXXXXXX

MAIL PRIORITY CODE (MPC)	PRODUCT QTY	TOTAL ADDRESS	TOTAL PRODUCTS ISSUED
X		222,229	22,222,222,229
MPC X	SUBTOTAL		22,222,222,229
	GRAND TOTAL		22,222,222,229

Figure 9.3.12.3-01 Data Report for DLN Products (Program  
LPLP842R-Referred to as the "Picking List")

m. Sort Address Information for Processing by the Program to Produce Mailing Labels.

- (1) **Task Description.** This cyclical/scheduled batch process executes the system sort utility on the address records for the target report program.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.
- (3) **Report Output.** N/A.
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

n. **Produce Mailing Labels.**

(1) **Task Description.** This cyclical/scheduled batch program produces the formatted mailing labels. Label line-up rows are generated. If requested, the labels produced in hardcopy report format. The formatted labels targeted for printing on label stock are passed to the Print Mailing Labels program.

Note that the labels in hardcopy report format are limited to three addresses across due to the hardware limitations of the system printer. The system printer will print a maximum of 132 characters per line. The labels in hardcopy report format will display the address information in upper-case alphabetic characters only. Lower case is converted to upper case.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** The format of the Labels in Hardcopy Report is driven by the Label Formats database table; therefore, there is no report mock-up figure.

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

o. **Communicate with the Computer Operator to Load Mailing Label Forms.**

(1) **Task Description.** This cyclical/scheduled CICS program displays a message on the Computer Operator's Console informing the operator which mailing label form to load on the printer dedicated to mailing labels. The message to the operator is stored on the Label Format database ("Forms Message to Computer Operator"; see screens MLMGII, MLMLAU, MLMLCU, and MLMLDU).

Additionally this program provides the ad-hoc capability for the computer operations user to restart the printing of mailing labels by issuing the CICS command to start CICS transaction Identifier P858. The program will ask the computer operator to enter the Restart Number for the label set at which to restart the printing.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** Refer to Figure 9.3.15.3-01, Load Mailing Label Forms (LPLP855X).

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

(A)			(B)			(C)		
<p>DEPARTMENT OF THE NAVY NAVY AIRPORTS, CURRENT DATA P.O. Box 200 Washington, D.C. 20330 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>DEPARTMENT OF THE NAVY NAVY AIRPORTS, CURRENT DATA P.O. Box 200 Washington, D.C. 20330 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>DEPARTMENT OF THE NAVY NAVY AIRPORTS, CURRENT DATA P.O. Box 200 Washington, D.C. 20330 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>U.S. DEPARTMENT OF TRANSPORTATION UNITED STATES COAST GUARD 3000 Mt. Vernon St. N.E. Washington, D.C. 20002 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>U.S. DEPARTMENT OF TRANSPORTATION UNITED STATES COAST GUARD 3000 Mt. Vernon St. N.E. Washington, D.C. 20002 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>U.S. DEPARTMENT OF TRANSPORTATION UNITED STATES COAST GUARD 3000 Mt. Vernon St. N.E. Washington, D.C. 20002 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>DEFENSE LOGISTICS AGENCY ATTENTION: JAGC/OPS 3160 Jefferson Davis Hwy. Fort Belvoir, VA 22060 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>DEFENSE LOGISTICS AGENCY ATTENTION: JAGC/OPS 3160 Jefferson Davis Hwy. Fort Belvoir, VA 22060 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>	<p>DEFENSE LOGISTICS AGENCY ATTENTION: JAGC/OPS 3160 Jefferson Davis Hwy. Fort Belvoir, VA 22060 OFFICIAL BUSINESS Penalty for unauthorized use \$300</p>

(D)

(A) Navy 3 Across  
(B) Coast Guard 3 Across  
(C) DLSC 3 Across  
(D) DLSC 1 Across

DLSC-BC-4590-CP

Figure 9.3.15.3-01 Load Mailing Label Forms (LPLP855X)

p. **Print Mailing Labels.**

(1) **Task Description.** This cyclical/scheduled CICS program drives the printer dedicated to printing mailing labels on label stock.

Additionally this program provides the ad-hoc capability for the computer operations user to restart the printing of mailing labels.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** Refer to Figure 9.3.16.3-01, Produce Mailing Labels (LPLP846R).

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

q. **Sort Address Information for Processing by Ad-Hoc Tailored Report to List Address Information.**

(1) **Task Description.** This cyclical/scheduled batch process executes the system sort utility on the address records for the target report program.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Report Output.** N/A.

(4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).

(5) **Special Features.** N/A.

(6) **Data Features.** N/A.

(7) **Considerations.** N/A.

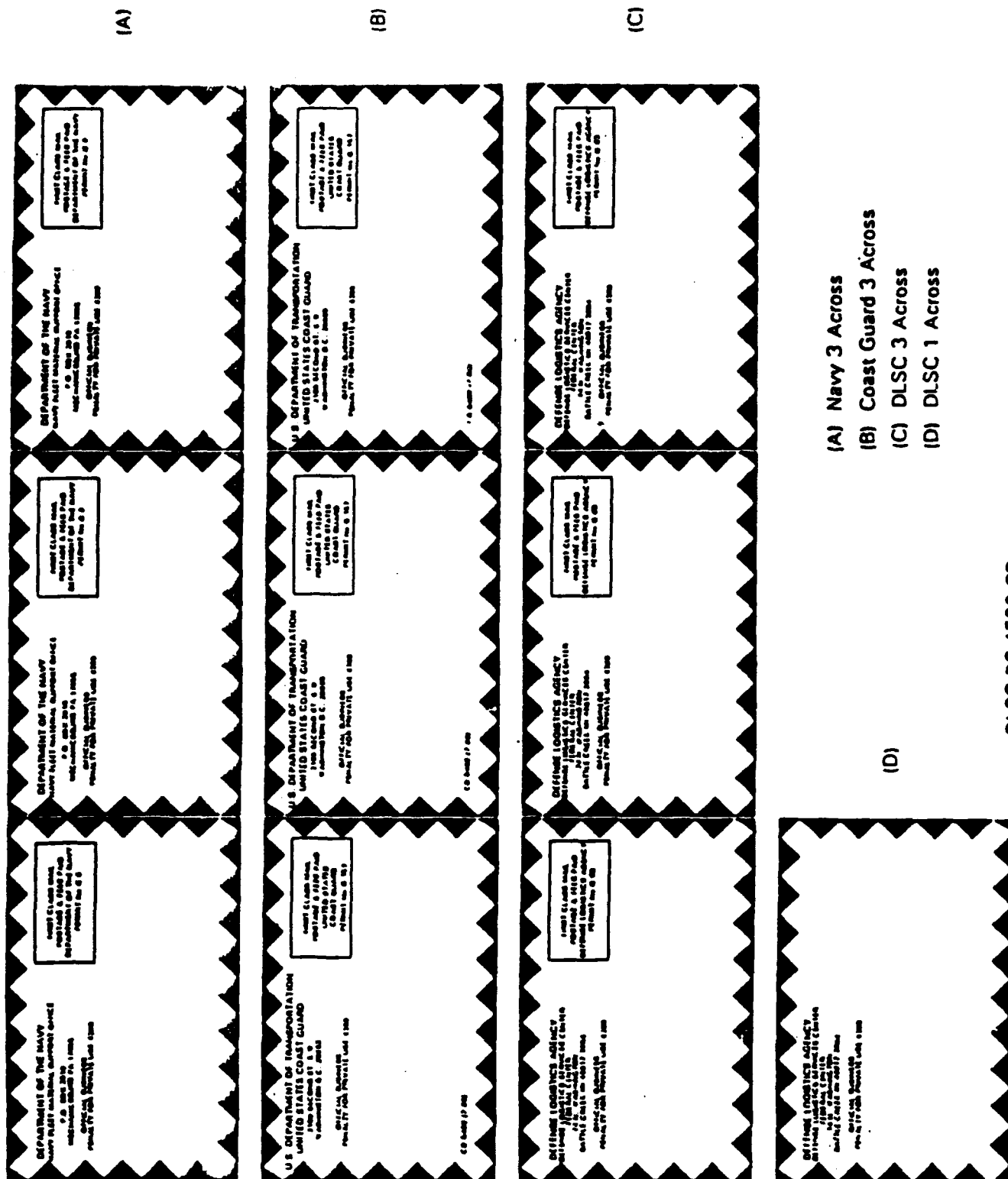


Figure 9.3.14.3-01 Produce Mailing Labels (LPLP846R)



r. **Produce Tailored Address Report.**

- (1) **Task Description.** This cyclical/scheduled batch program produces a report that lists address and distribution information based on the field by field parameters specified by the user.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.
- (3) **Report Output.** Refer to Figure 9.3.18.3-01, Produce Tailored Address Report (Program LPLP872R - Title is Provided by the Requestor).
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

—REPORT: P872R—

DATE: XXXXXXXX TIME: XXXXXXXX	MAILING LABEL SYSTEM XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	REQUEST ID XXXXXXXX USER ID XXXXXXXX	LPLP872R PAGE ZZ.ZZ9
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XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXX XXXXXXXXXXXXXXXX ZZ.ZZZ		
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DATE: XXXXXX TIME: XXXXXXXX	MAILING LABEL SYSTEM XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	REQUEST ID XXXXXX USER ID XXXX	LPLP872R PAGE ZZ.ZZ9
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TOTAL NO OF ADDRESSES ON REPORT ZZ.ZZZ.ZZZ.ZZ9

Figure 9.3.18.3-01 Produce Tailored Address Report  
(Program LPLP872R - Title is Provided by the Requestor)

**s. Mass Address Load.**

(1) **Task Description.** This ad-hoc batch program updates the address and distribution database tables with new addresses and distribution information. The program produces a load summary report.

(2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.

(3) **Procedure.** The AMLS Program Manager will logon to the DLSC 3090 and access CONTROL-M (COTS) to submit the JCL for ad-hoc processing. Refer to the following reference manuals for the use of CONTROL-M: CONTROL-M Production Control System User Manual; CONTROL-M Production Control System Messages & Codes; and CONTROL-M Production Control System Concepts and Facilities.

The End User is responsible for creating a flat file that is catalogued (saved) with the following data set name: LPLP.PROD.N.P892DT?

Refer to Table 9.3.19.3-1 for the Record Layout for Mass Address Load Information.

Refer to Table 9.3.19.3-2 for the Record Layout for Mass Distribution Load information.

Once the flat file has been Cataloged, use the standard TSO ISPF commands to access the run JCL PROC to submit JCL PROC for execution. When submitting the JCL PROC for execution, the RUNOPT parameter must be provided to specify whether to inhibit update or to execute the update.

RUNOPT = P892TEST inhibits database updates and is to be used to execute a dry "test" run

RUNOPT = P892UPDT allows the AMLS address and or distribution databases to be updated.

The execution JCL for the Mass Address Load is catalogued with the following name: LPLP.PROD.CNTL (LPLPJCL8). This job invokes procedure DLSCMOD.PROD.PROCLIB (LPLPPRC8).

(4) **Report Output.** See Figure 9.3.19.4-01, Mass Address Load Report (LPLP892B).

(5) **Special Features.** N A.

(6) **Data Features.** N A.

(7) **Considerations.** N A.

Table 9.3.19.3-1 AMLS Mass Load of Address Information

DRN	Data Element/Identifier Name	Format	Card Column
----	Record Type-Always "A"	0001X	11
2235	Label Identifier (Service Entity)	0002X	2-3
0979	Associated Address Code	0007X	4-10
0980	Master Address Code	0006X	4-9
0985	Mailing Priority Indicator Code	0001X	11
1282	In The Clear Mailing Address	0320X	12-331
	Mailing Address Line 1	0040X	12-51
	Mailing Address Line 2	0040X	52-91
	Mailing Address Line 3	0040X	92-131
	Mailing Address Line 4	0040X	132-171
	Mailing Address Line 5	0040X	172-211
	Mailing Address Line 6	0040X	212-251
	Mailing Address Line 7	0040X	252-291
	Mailing Address Line 8	0040X	292-331
4400	Zip Code	0010X	332-341
----	Filler of Spaces	0003X	342-344

Table 9.3.19.3-2 AMLS Mass Load of Distribution Information

DRN	Data Element/Identifier Name	Format	Card Column
----	Record Type - Always "D"	0001X	11
2235	Label Identifier (Service Entity)	0002X	2-3
0979	Associated Address Code	0007X	4-10
1283	Distribution List Number	0010X	11-20
0978	Total DLN Product Per Address	0006X	21-26
----	Filler of Spaces	0318X	27-344

MAILING LABEL SYSTEM  
MASS ADDRESS LOAD REPORT  
(TEST)

PAGE ZZ,ZZ9

[illegible]

TOTAL RECORDS INPUT.....ZZ.ZZZ.ZZZ.ZZ9

NUMBER OF ADDRESS RECORDS WITH ERRORS .....ZZ.ZZZ.ZZZ.ZZ9

NUMBER OF ADDRESS RECORDS LOADED .....22.222.222.229

NUMBER OF DISTRIBUTION RECORDS WITH ERRORS .....ZZ.ZZZ.ZZZ.ZZ9

NUMBER OF DISTRIBUTION RECORDS LOADED.....22.222.222.229

**RECORD TYPE AND SERVICE ENTITY ERRORS . . . . . 22,222,222,229**

TOTAL NUMBER OF ERRORS DETECTED .....22.222.222.229

TOTAL NUMBER OF RECORDS LOADED .....ZZ.ZZZ.ZZZ.ZZ9

**Figure 9.3.19.4-01 Mass Address Load Report (LPLP892B)**

**t. Sort Address and Distribution Information for Processing by Ad-Hoc Mass Address Load Program.**

- (1) **Task Description.** This ad-hoc batch process executes the system sort utility on the address and distribution records to be loaded to the logistics database.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System
- (3) **Report Output.** N/A.
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-I-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

**u. Mass Address and Distribution Load.**

- (1) **Task Description.** This ad-hoc batch program updates the address and distribution database tables with new addresses and distribution information. The program produces a load summary report.
- (2) **Special Access.** This particular function is available to authorized users only within the DLSC Modernized System.
- (3) **Report Output.** See Figure 9.3.21.3-01, Mass Address Load Report (LPLP892B)
- (4) **Procedure.** Refer to the Computer Operations Manual (A022-1-01).
- (5) **Special Features.** N/A.
- (6) **Data Features.** N/A.
- (7) **Considerations.** N/A.

---REPORT: P892R---

DATE: XXXXXXXX  
TIME: XXXXXXXX

MAILING LABEL SYSTEM  
MASS ADDRESS LOAD REPORT

PAGE 22.229

[illegible]

TOTAL RECORDS INPUT .....	ZZ.ZZZ.ZZZ.ZZ9
NUMBER OF ADDRESS RECORDS WITH ERRORS .....	ZZ.ZZZ.ZZZ.ZZ9
NUMBER OF ADDRESS RECORDS LOADED .....	ZZ.ZZZ.ZZZ.ZZ9
NUMBER OF DISTRIBUTION RECORDS WITH ERRORS .....	ZZ.ZZZ.ZZZ.ZZ9
NUMBER OF DISTRIBUTION RECORDS LOADED .....	ZZ.ZZZ.ZZZ.ZZ9
RECORD TYPE AND SERVICE ENTITY ERRORS .....	ZZ.ZZZ.ZZZ.ZZ9
TOTAL NUMBER OF ERRORS DETECTED .....	ZZ.ZZZ.ZZZ.ZZ9
TOTAL NUMBER OF RECORDS LOADED .....	ZZ.ZZZ.ZZZ.ZZ9

Figure 9.3.21.3-01 Mass Address Load Report (LPLP892B)

## APPENDIX A

### GLOSSARY OF TERMS AND ABBREVIATIONS

AA	Associated Address Code. Seven position code (key) identifying a specific product address within a specific organization.
ADP	Automated Data Processing.
ADPE	Automated Data Processing Equipment.
ADPFSR	ADP Facility Security Representative.
ADPSSO	ADP System Security Officer.
AIS	Automated Information System.
AMLS	Automated Mailing Label System.
ANS	American National Standard.
ANSI	American National Standards Institute.
Application	A group of interconnected processes which accomplish the tasks or objectives defined within a functional description. The DLA systems at DLSC are broken down into 21 applications.
APS	Application Productivity System. A Commercial Off-the-Shelf (COTS) software product that automates the generation of COBOL/COBOL II programs and supporting documentation for a variety of non-database, database and teleprocessing environments including DB2/CICS. The APS generators provide for the painting of reports, screens, prototyping scenarios, data structures, and program logic.
APS Macro	A feature within the Application Productivity System (APS) that provides the capability to build and utilize source code level MACRO routines. These MACROS are typically written to accommodate common processing routines such as DB2 accesses, error message handling, standard program entry routines, etc. The invocation of the MACRO normally requires no more than one line of code within an APS program. The MACROs reside in COPYLIBS and are included and expanded at generation time. Once a common function is defined, a determination is made as to whether it should be implemented as an object code level routine or an APS MACRO. Whichever the case, a specialist is normally assigned the task of building and documenting the routine and making it available to the design and programming staff.
Architecture	The organizational structure of a computer system, including hardware and software.
Archive	Historical data which is kept in storage in data files on the system or on some media external to the system.
AQ	Ad Hoc Query.
ASCII	American Standard Code for Information Interchange.
AT	Acceptance Test.
Batch	A sequential processing procedure that uses an accumulation of data or a group of units without any direct user interaction during processing. Typically, a set of multiple transactions are executed as a single job unit. Batch jobs may be initiated by remote user

terminals in the modernized DLSC environment, but there will be no communication with the user during execution. Ordinarily, results will not be available to the user until the entire batch has completed execution. The DLSC design will also allow for batch jobs to be initiated automatically by on-line transactions if certain time parameters are exceeded.

BMS	Basic Mapping Support. A part of Customer Information Control Services (CICS) that interfaces between the application programs and terminal control. Terminal control allows a program to send and receive data between the terminal that initiated the task using specified map definitions.
Bridges	The software required during the transition phase to allow production work to be accomplished while systems remain partially on the existing and partially on the modernized system (i.e. the software required to link the old and modernized system).
BSAM	Basic Sequential Access Method.
CASE	Computer-Aided Software Engineering.
CCC	Change and Configuration Control.
CDR	Critical Design Review.
CDRL	Contract Data Requirements List.
CI	Configuration Item.
CICS	Customer Information and Control System. An IBM licensed program that enables transactions entered at remote terminals to be processed concurrently by user-written programs. It includes facilities for building, using, and maintaining databases.
CLIN	Contract Line Item Number.
CM	Configuration Management.
CO	Contracting Officer.
COBOL	Common Business Oriented Language. A high-level programming language, based on English, that is used primarily for business applications.
COR	Contracting Officer Representative.
COTR	Contracting Officer Technical Representative.
COTS	Commercial-Off-The-Shelf.
CPU	Central Processing Unit. The unit of the computing system which contains the circuits that control and perform the execution of instructions along with recognizing error conditions.
CRT	Cathode Ray Tube.
CSCI	Computer Software Configuration Item.
CSO	Contract Security Office.
CT	Compliance Test.
CTR	Complex Transaction.

Appendix A

DASD	Direct Access Storage Device.
DASDMS	Direct Access Storage Device Management System.
Data Flow	The transfer of data between constants, variables, and files accomplished by the execution of statements, procedures, modules, or programs.
Data Dictionary	A centralized repository of information about such data as meaning, relationships to other data, origin, usage, and format. It assists management, database administrators, system analysts, and application programmers in planning, controlling, and evaluating the collection, storage, and use of data.
DB	Data Base. A collection of interrelated data stored together with controlled redundancy to serve one or more applications, so that the data stored are independent of the programs that use them and so a common, controlled approach can be used for adding, modifying and retrieving data.
DBA	Data Base Administrator.
DBMS	Data Base Management System. A software system that controls the creation, organization, and modification of a database and access to the data stored within it.
DB2	Database 2 (IBM Relational Database).
DB2I	Database 2 Interactive.
DB2/NOMAD	A fourth generation database management system that interfaces with a relational database management system environment. This tool can be used for program modeling as well as for application development. It is a product of MUST Software International.
DD	Data Dictionary.
DD FORM	Department of Defense Form.
DD/DS	Data Dictionary/Directory System.
Deadly Embrace	A situation where one application has a file assigned to it and needs another file, and a second application has the file the first needs and is waiting for the file the first application has.
Design Specification	A DLSC design specification refers to the System/Subsystem Specification (S/SS) produced in accordance with the DLSC S/SS standard. The standard is based on DOD-STD-7935A, as augmented by DLSC. This specification consists of a high-level (system-level) specification and a specification will contain one or more programs.
DIDS	Defense Integrated Data System.
DLA	Defense Logistics Agency.
DLANET	DLA Corporate Network.
DLAR	DLA Regulation.
DLIS	Defense Logistics Information System (formerly DIDS).
DLN	Distribution List Number.
DLSC	Defense Logistics Services Center.



DMINS	Distributed Microcomputer Information Network System.
DML	Data Manipulation Language.
DoD	Department of Defense.
DODISS	Department of Defense Index of Specifications and Standards.
DR	Data Retrieval.
DRN	Data Record Number.
DS	Database Specification.
DT	Development Test Plan.
EBCDIC	Expanded Binary-Coded Decimal Interchange Code.
EC	Engineering Change.
ECO	Engineering Change Order.
ECP	Engineering Change Proposal.
EM	End-User Manual.
End-User	A person, device, program, or computer system that utilizes a computer network for the purpose of data processing and information exchange.
EST	Eastern Standard Time.
Expert Mode	Mechanism for traversing through the developed application by bypassing menus.
FCS	Federal Cataloging System.
FD	Functional Description.
FIIG	Federal Item Identification Guide.
FIPS	Federal Information Processing Standards.
FIPS/FED-STD	FIPS and FED-STD Joint standards.
FIPS PUB	Federal Information Processing Standards Publication.
<i>FLIS</i>	<i>Federal</i> Logistics Information System (formerly DLIS)
4GL	Fourth Generation Language. A computer programming language that uses a macro-level command and syntax that is user-oriented rather than programmer-oriented.
FT	Functional Test.
Gb	Gigabyte (1,000 Megabytes).
GDS	Grumman Data Systems.
GFE	Government Furnished Equipment.
GFM	Government Furnished Material.
Appendix A	

GPO	Government Printing Office.
GSA	General Services Administration.
IAS	Immediate Access Storage (same as DASD).
IBM	International Business Machines.
IDS	Information Dissemination System.
IEEE	Institute of Electrical and Electronic Engineers.
IL	Identification List.
Interface	A data structure that is common to two or more subsystems. It is the means by which subsystems (separate modular structures) communicate.
Integrated	An environment in which data is standardized, consistent, and shared by multiple applications.
IN-THE-CLEAR- MLNG-ADRS	A clear text address of an AMLS user that receives DLSC products. At least two lines of address must be entered. A maximum of 40 characters per line and eight lines of address may be entered.
IPR	In Process Review.
ISI	Initial System Increment.
ISPF	Interactive Systems Programming Facility.
I/O	Input/Output.
JANAP	Joint Army-Navy-Air Force Publications.
JCL	Job Control Language. A control language designed to express statements in a job stream which is used to identify the job and describe its requirements to an operating system.
JES2	Job Entry System (Version 2).
KB	Kilobytes.
Kb	Kilobits.
KERMIT	A tool used for file transfer via PC/ Mainframe for the DLSC Modernized System.
LBL-ID	Label Identification.
LCM	Life Cycle Management.
LDBDM	Logical Data Base Design Model.
LDM	Logical Data Model.
Log-on	The procedure by which a user begins a terminal session.
Log-off	The procedure by which a terminal session ends.
LOGRUN	Logistics Remote Users Network.

<b>LOLA</b>	Logistics On-Line Access.
<b>LPM</b>	Lines Per Minute.
<b>LTD</b>	Live Test Demonstration.
<b>MA</b>	Master Address Code. Identifies a particular organization, but not units within the organization. The Master Address/ Associated Address affiliation applies to the Navy only in the baseline system. Master Addresses do not receive product distribution.
<b>Macro</b>	Set of statements defining name of, format of, and conditions for generating a sequence of assembler statements from a single source statement.
<b>MAD</b>	Modernization Analysis and Design.
<b>MEDALS</b>	Military Engineering Data Asset Locator System.
<b>MGMT STATS</b>	Management Statistics.
<b>MIOS</b>	Maintain Item of Supply.
<b>MLNG-PIC</b>	Mailing Priority Indicator Code. A one position alpha / numeric code that indicates the priority control of an address that receives distribution of a product. Each Service Entity is responsible for assigning the MLNG-PIC groups. Valid entries are A-Z or 1-9.
<b>MODEM</b>	Modulator/ Demodulator.
<b>MS-DOS</b>	Microsoft Disc Operating System.
<b>MVS/ESA</b>	Multiple Virtual Storage/ Enterprise System Architecture.
<b>NATO</b>	North Atlantic Treaty Organization.
<b>NBS</b>	National Bureau of Standards (See NIST).
<b>NIST</b>	National Institute of Standards and Technology (Formerly NBS).
<b>Off-Hour Processing</b>	A period of time, not during the normal business hours, Monday through Friday, when the System is infrequently used.
<b>On-Line</b>	The operation of a functional unit when under the direct control of a computer. It is the user's ability to interact with a computer.
<b>On-Line Processing</b>	A form of automated processing in which the user sends and receives data to/ from the program while the program is executing. The program is able to react to user input at the time of entry, and the user is able to react to program output at the time the output occurs. Interactive processing and teleprocessing (TP) are the two major forms of on-line processing.
<b>On-Line System</b>	A system in which the input data enters the computer directly from the point of origin or in which output data is transmitted directly where it is used.
<b>PC</b>	Personal Computer.
<b>PDR</b>	Preliminary Design Review.
<b>PF Keys</b>	Program Function Keys. A display device keyboard, a key that passes a signal to a program to call for a particular display operation.

**Appendix A**

PIC	Priority Identifier Code.
PM	Preventive Maintenance.
PP	Priority Processing.
Prime-Hour Processing	A period of time, usually during normal business hours, Monday through Friday, when the System is being heavily used. During this time, the System will tend to respond at a slower rate.
Production Operation	Post Acceptance Test operational mode of a DLSC Modernized System Increment.
Pseudo Code	An artificial language used to describe computer program algorithms without using the syntax of any particular programming language.
PSL/PSA	Problem Statement Language/Problem Statement Analyzer.
PSMAT	Provisioning Screening Master Address Table.
PT	Test Plan.
QA	Quality Assurance.
QBE	Query By Example.
QMF	Query Management Facility.
QSAM	Queued Sequential Access Method. An extended version of the basic sequential access method (BSAM). When this method is used, a queue is formed of input data blocks that are awaiting processing or of output data blocks that have been processed and are awaiting transfer to auxiliary storage or to an output device.
QISAM	Queued Indexed Sequential Access Method. An extended version of the sequential form of the basic indexed sequential access method (BISAM). When this method is used, a queue is formed of input data blocks that are awaiting processing or of output data blocks that have been processed and are awaiting transfer to auxiliary storage or to an output device.
RACF	Resource Access Control Facility.
RDBMS	Relational Database Management Systems.
RFP	Request for Proposal.
RGL	Reading Grade Level.
RJE	Remote Job Entry.
RT	Recovery Time.
S-COBOL	Structured COBOL.
SA	Structured Architect.
SA-I	Structured Architect - Integrator.
SAA	Systems Application Architecture.
SAI	Structured Architect Integrator.

SAS	A family of COTS software products that provide the capability to perform data modification and programming, report writing, statistical analysis, design intelligent color graphics, data entry, letter writing, spreadsheet analysis, business analysis, forecasting, and financial planning.
SCR	System Change Request.
SCRNID	Screen Identification.
Service Entity	Service Entity refers to a user group within the Mailing Label address information. The baseline Service Entities are: DLSC, Navy, Coast Guard, and the DLSC Tape Library. The DLSC Program Manager will be able to access address information across all Service Entities. Individual Service Entities will be prevented from accessing the address information of another Service Entity.
SFD	System Functional Description.
SIP	Systems Integration Plan.
Software	A set of computer programs or procedures concerned with the operation of a data processing system.
SOP	Standards of Performance.
SOW	Statement of Work.
SP	Scheduled Processing.
SPD	Systems Performance Data.
SQL	Software Query Language.
ST	Simple Transaction.
STD	Standard.
STDB	Standard Test Data Base.
Structure Diagram	A graphic tool for depicting the partitioning of a system (or Diagram subsystem) into modules, the hierarchy and organization of those modules, and the communication interfaces between the modules.
Subsystem	A portion of an application that can be designed and tested independently, separate from the other parts of the system or application.
Switch	A device or programming technique for making a selection, for example, a toggle, or a conditional jump.
System	A combination of interconnected applications which accomplish a portion of the Defense Logistics Agency's (DLAs) mission. The primary DLA missions at DLSC are the <b>Federal</b> Logistics Information System ( <b>FLIS</b> ) and the Military Engineering Data Asset Locator System (MEDALS).
S/A	Service/ Agency.
S/SS	System/ Subsystem Specification.
STD	Standard.

TDQ	Transient Data Queues.
Terminal Emulator	A program that allows a device such as a microcomputer or personal computer to enter and receive data from a computer system as if it were a particular type of attached terminal.
TM	Transaction Management.
TND	The Network Director.
TPNS	Teleprocessing Network Simulator.
TSO	Time Sharing Option.
TSQ	Temporary Storage Queue.
UM	User Manual.
UPS	Uninterruptible Power Source.
US	Unit Specification (Software).
USC	United States Code.
User	An Organizational or Programmatic entity which receives service from the Data Processing Facility. A user may be either internal or external to the Agency or Agency Organization responsible for the facility.
Utility Program	A program to support computer processes which includes tasks such as copying, recovering, and sorting.
UUT	Unit Under Test.
VIS	View Integration System.
VS	Virtual Storage.
VSAM	Virtual Sequential Access Method.
VTAM	Virtual Telecommunications Access Method.

## APPENDIX B

### SCREEN LAYOUTS

The Screen Layouts Table provides a cross-reference of the screen codes (SCRNCD) and the screen title associated with that code.

- \* These screens are sequential and cannot be accessed through the Expert Mode (user cannot use the SCRNCN mnemonic to "jump" to these screens).

Screen Layouts	
SCRNCD	SCREEN NAME
AMLSMM	AMLS Main Menu
*MLAAIU	View Original Associated Address Information
MLAAAU	Add Associated Address Information
MLAACU	Change Associated Address Information
MLAADI	Display AA and Distribution
MLAADU	Delete Associated Address Information
MLAAXI	Display Associated Address
MLAAXM	Update Associated Address Menu
MLDISM	Update Distribution Menu
MLDLBI	Display Address in Label Format
MLDLNI	Display DLN Information
MLDLSI	Display Specific DLN
*MLDSIU	Add List of Distribution to Associated Address
*MLDS2U	Change Distribution by List of DLNs
*MLDS3U	Delete Distribution by List of DLNs
MLDSAU	Add Distribution to AA
MLDSCU	Change Distribution by Specific DLN
MLDSDU	Delete Distribution by Specific DLN
MLGDDU	Global Delete Distribution Information
*MLGLIU	View Address Before Global Changes
MLGLAU	Global Change Address Information
MLGLBM	Global Change Menu
MLGLDU	Global Change Distribution Information
MLINQM	Inquiry Menu
MLLBLM	Label Request Menu
*MLMAII	Display AAs for a MA
*MLMAIU	View Original Master Address
MLMAAU	Add Master Address Information
MLMACU	Change Master Address Information
MLMADU	Delete Master Address Information
MLMAXI	Display Master Address Information
MLMAXM	Update Master Address Menu
*MLMGII	Display Label Field Definitions
MLMGII	Display Label Format
MLMGLM	Define Label Format Menu
MLMGPM	Product Maintenance Menu
MLMGTM	DLSC Program Management Menu

Screen Layouts	
SCRNCD	SCREEN NAME
*MLML11	View Label Mock-up
*MLML1U	Add Label Field Definitions
*MLML2U	Change Label Field Definitions
*MLML3U	Delete Label Field Definitions
MLMLAU	Add Label Format
MLMLCU	Change Label Format
MLMLDU	Delete Label Format
MLPDAU	Add DLN Information
MLPDCU	Change DLN Information
MLPDDU	Delete DLN Information
MLRADU	Run List Addresses and Distribution Report
MLRDLU	Run DLN List Report
MLRDSU	Run DLN List Service Entity Report
MLRLAU	Run List of Addresses Report
MLRPCU	Run PC Download Extract
MLRPTM	Report Request Menu
MLRQDU	Delete Request Parameter
*MLRQ11	Display Request Status
MLRQSI	Enter Parameters to Display Status of Requests
MLSENU	Select Service Entity
MLSLBU	Enter Request Standard Labels
MLSLDU	Delete Request Standard Labels
MLTLBU	Enter Request Tailored Labels
*MLTRI1	View Report Mock-up
MLTRPU	Enter Tailored Report Fields
MLTS1U	Enter Tailored Selection Criteria for Tailored Label Request
MLTSRI	Display Address by Text Search
MLUPDM	Update Menu



## B.1 AMLSMM - AMLS Main Menu.

SCRNCD: AMLSMM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS MAIN MENU

DATE: XXXXXXXX  
TIME: XXXXXXXX

_ AMLS INQUIRY MENU	( MLINQM )
_ AMLS UPDATE MENU	( MLUPDM )
_ AMLS LABEL REQUEST MENU	( MLLBLM )
_ AMLS REPORT REQUEST MENU	( MLRPTM )
_ AMLS DLSC PROGRAM MANAGEMENT MENU	( MLMGTM )

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This is the first menu displayed when the end-user selects Automated Mailing Labels System from the LOGRUN Main Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

### AMLSMM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | AMLS INQUIRY MENU                                                                      |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the AMLS INQUIRY MENU (MLINQM).                                           |
| (2) | Field Name:        | AMLS UPDATE MENU                                                                       |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the AMLS UPDATE MENU (MLUPDM).                                            |
| (3) | Field Name:        | AMLS LABEL REQUEST MENU                                                                |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the AMLS LABEL REQUEST MENU (MLLBLM).                                     |
| (4) | Field Name:        | AMLS REPORT REQUEST MENU                                                               |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the AMLS REPORT REQUEST MENU (MLRPTM).                                    |
| (5) | Field Name:        | AMLS DLSC PROGRAM MANAGEMENT MENU                                                      |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the AMLS DLSC PROGRAM MANAGEMENT MENU (MLMGTM).                           |

c. **Available Function Keys.** There are no unique function keys available from this screen.

Appendix B

**B.2 MLAA1U - Original Associated Address Information.**

SCRNCD: MLAA1U  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ORIGINAL ASSOCIATED ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AA XXXXXXXX MLNG PIC X

----- IN THE CLEAR ADDRESS -----

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ZIP CODE XXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=PREV SCR  
F11=

F6=  
F12=

a. **Screen Explanation.** This screen allows functions to be perform/support the following functions:

- (1) View the AA as it existed before the change.
- (2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** N/A.

c. **Available Function Keys.** The following unique F keys may be used from the Original Associated Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5 Prev Scr

Transfers to the previously viewed screen.

### B.3 MLAAAU - Add Associated Address Information.

SCRNCD: MLAAAU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ADD ASSOCIATED ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AA XXXXXX MLNG PIC X

—— IN THE CLEAR ADDRESS  
——

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ZIP CODE XXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=ADD DIST

F5=PREV SCR  
F11=

F6=COMMIT  
F12=

**a. Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Add Associated Address(es) to the database. You can add Associated Address Information by entering the AA Code, Mailing Priority Indicator Code, Clear Address Text (up to eight 40-character lines), Zip Code, and then pressing the F6 or F10 function keys.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

**b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

#### MLAAAU Field Entry Requirements

- |     |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:<br>Entry Requirements:<br>Valid Entries:             | AA<br>Mandatory input field<br>Any valid 7-character AA code that does not exist on the address database. The AA Code must be a full 7 characters. Only alphabetic and numeric characters are allowed. The 7th position can contain an asterisk (*) wildcard character; however, this is non-standard usage. If the Service Entity uses the Master Address relationship, then the first 6 characters of the AA Code must be a valid MA Code that exists on the database. |
|     | Results:                                                         | The Associated Address Code field will be added to the database record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries.                                                                                                                                                                                                                                                                        |
| (2) | Field Name:<br>Entry Requirements:<br>Valid Entries:<br>Results: | MLNG PIC<br>Mandatory input field<br>Any one (1) valid character. Valid characters are A - Z or 0 - 9.<br>The Mailing Priority Indicator Code field will be added to the database record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries.                                                                                                                                                      |
| (3) | Field Name:                                                      | IN THE CLEAR ADDRESS                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Entry Requirements: Valid Entries:	Mandatory input field Two line minimum address associated with the AA entered, upper and lower case alphabetic characters, numbers, and punctuation are allowed. Up to 8 lines of address may be entered, 40 characters per line.
Results:	The IN THE CLEAR MAILING ADDRESS field will be added to the database record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries.
(4) Field Name: Entry Requirements:	ZIP CODE Mandatory input field if the last line of IN THE CLEAR ADDRESS has a valid US state abbreviation. This field is optional if the last line of the address does not contain a valid US state abbreviation
Valid Entries:	The Zip Code associated with the AA entered. For valid US state abbreviations, the ZIP CODE must be either a 5-digit numeric or a 5- digit numeric -hyphen- 4-digit numeric (example: 12345 or 12345-1234).
Results:	The ZIP CODE field will be added to the database record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries.

c. **Available Function Keys.** The following unique F keys may be used from the Add Associated Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5 Prev Scr	Transfers to the previously viewed screen.
F6 Commit	The new Associated Address will added to the address database.
F9 Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.
F10 Add Dist	The new Associated Address will be added to the address database and will then transfer you to the Add Distribution to Associated Address screen (MLDSAU).

<b>VOLUME</b>	<b>TITLE</b>
---------------	--------------

- |    |                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------|
| 1  | General and Administrative Information                                                              |
| 2  | Multiple Application Procedures                                                                     |
| 3  | Development and Maintenance of Item Logistics Data Tools                                            |
| 4  | Item Identification                                                                                 |
| 5  | Data Bank Interrogations/Search                                                                     |
| 6  | Supply Management                                                                                   |
| 7  | Establish/Maintenance of Organizational Entity (OE) and Provisioning Screening Master Address Table |
| 8  | Document Identifier Code (DIC) Input/Output (I/O) Formats (Fixed Length)                            |
| 9  | Document Identifier Code (DIC) Input/Output (I/O) Formats (Variable Length)                         |
| 10 | Multiple Application References/Instructions/Tables and Grids                                       |
| 11 | Edit/Validation Criteria                                                                            |
| 12 | Data Element Dictionary and Glossary of Terms/Acronyms                                              |
| 13 | Materiel Management Decision Rule Tables                                                            |
| 14 | Reports and Statistics                                                                              |
| 15 | Publications                                                                                        |
| 16 | Logistics On-Line Access (LOLA) End-User Manual                                                     |
| 17 | Federal Logistics Data on Compact Disc (FED LOG)                                                    |
| 18 | Automated Mailing Labels Systems (AMLS)                                                             |
|    | Characteristics Data Management (CDM) End-User Manual                                               |

Above volumes are available as a complete set or on an individual basis.

# B.4 MLAACU - Change Associated Address Information.

SCRNCD: MLAACU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
CHANGE ASSOCIATED ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AA XXXXXXXX NEW AA XXXXXXXX MLNG PIC X

----- IN THE CLEAR ADDRESS -----

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ZIP CODE XXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=VIEW ORIG  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Change Associated Address(es) on the database. If the AA Code is changed, it automatically transfers all Distribution Information linked to the Associated Address(es) on the database.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLAACU Field Entry Requirements

- (1) Field Name: AA  
Entry Requirements: Mandatory input field  
Valid Entries: Any valid 7-character AA code that exists on the address database.  
Results: Allows you to access an existing AA
- (2) Field Name: NEW AA  
Entry Requirement: Optional input field  
Valid Entries: Any AA Code for this service entity that is not currently in use  
Results: The new AA code will be default to the current AA Code. If you desire to change the AA Code, you will be required to enter the new AA code.
- (3) Field Name: MLNG PIC  
Entry Requirements: Mandatory input field  
Valid Entries: Any one (1) valid character. Valid characters are A - Z or 0 - 9.  
Results: The Mailing Priority Indicator Code field will be added to the database record when the F6 function key is pressed provided that all other required entry fields have valid information entries.
- (4) Field Name: IN THE CLEAR ADDRESS  
Entry Requirements: Mandatory input field  
Valid Entries: Two-line minimum address associated with the AA entered; the address may be changed as necessary. Address may include upper or lower case alphabetic

- characters, numbers, and punctuation. Up to 8 lines of address may be entered.
- Results: The address will be stored in the database provided that the F6 function key has been pressed and that all other required fields have valid entries.
- (5) Field Name: ZIP CODE
- Entry Requirements: Mandatory input field if the last line of IN THE CLEAR ADDRESS a has valid state code
- Valid Entries: The Zip Code associated with the AA entered for valid US state abbreviations. Valid zip codes must be either 5-digit numeric or 5-digit numeric -hyphen- 4-digit numeric (example: 12345 or 12345-1234).
- Results: The ZIP CODE field will be added to the database record when the F6 function key is pressed provided that all other required entry fields have valid information entries.

c. **Available Function Keys.** The following unique F keys may be used from the Change Associated Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

- F5 View Orig Transfers to the View Original Associated Address screen (MLAAIU).
- F6 Commit The Associated Address will be changed on the address database. If a new AA Code was entered, then all of the distribution information linked to the address will automatically be changed to link to the new AA Code.
- F9 Chg Ent Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

## B.5 MLAADI - Display AA/Distribution Information.

SCRNCD: MLAADI  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY AA: DISTRIBUTION INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

```

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
AA      MLNG PIC      ----- IN THE CLEAR ADDRESS -----
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
VIEW  --DLN--  --QTY--  VIEW  --DLN--  --QTY--  VIEW  --DLN--  --QTY--

X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX
X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX
X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX
X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX
X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXXXXXXXX XXXXXX

```

F1=HELP F2=CLEAR SCR F3=PREV MENU F4=MAIN MENU F5=PREV SCR F6=  
F7=PAGE UP F8=PAGE DOWN F9= F10=VIEW LBL F11= F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Inquire and display the address information and up to 15 DLN distribution records at one time. You can also view the address in label format by tagging the desired DLN and pressing the F10 function key.
- (2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLAADI Field Entry Requirements

Field Name:	VIEW
Entry Requirement:	Optional input field
Valid Entries:	Any non-blank character may be entered; tag one DLN to view at a time.
Results:	Displays label information for the selected DLN when the F10 (VIEW LBL) function key is pressed.

c. **Available Function Keys.** The following unique F keys may be used from the Display AA/Distribution Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	Prev Scr	Transfers to the previously viewed screen.
F7	Page Up	Displays the prior page of the Distribution information for the address being viewed.
F8	Page Down	Displays the next page of the Distribution information for the address being viewed.
F10	View LBL	Transfers to the Display Address in Label Format screen (MLDLBI).



## B.6 MLAADU - Delete Associated Address Information.

SCRNCD: MLAADU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE ASSOCIATED ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AA XXXXXXX MLNG PIC X NO OF DLN XXXXXXX TOTAL COPIES XXXXXXXX

----- IN THE CLEAR ADDRESS -----

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ZIP CODE XXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Delete the specified Associated Address from the database. The program locates and displays the requested AA in clear address text, a count of products and the total number of copies for verification. You must press the F6 function key to perform the actual delete.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLAADU Field Entry Requirements

Field Name:	AA
Entry Requirement:	Mandatory input field
Valid Entries:	Any valid 7-character AA code that exists on the address database.
Results:	The Associated Address Code field will be deleted from the database when the F6 function key is pressed provided that all other required entry fields have valid information entries.

c. **Available Function Keys.** The following unique F keys may be used from the Delete Associated Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	The Associated Address information will be deleted form the address database. All distribution information that is linked to the AA Code will be deleted automatically.
----	--------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.
----	---------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## B.7 MLAAXI - Display Associated Address Information.

SCRNCD: MLAAXI  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY ASSOCIATED ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AA XXXXXXXX MLNG PIC X

—— IN THE CLEAR ADDRESS ——

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX

NO OF DLN XXXXXXXX TOTAL COPIES XXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=VIEW LBL

F5=VIEW DLN  
F11=

F6=  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) The program will display the address information and summary statistics of DLN distribution to the address. The user can view the address in label format by pressing the F10 function key. The user can link to the program which displays DLN distribution information by pressing the F5 function key.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLAAXI Field Entry Requirements

Field Name:	AA
Entry Requirement:	Mandatory
Valid Entries:	Any valid 7-character AA code that exists on the address database.
Results:	Will access the requested AA and display it for viewing only.

c. **Available Function Keys.** The following unique F keys may be used from the Display Associated Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	View DLN	Transfers to the Display AA/Distribution Information screen (MLAADI).
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.
F10	View LBL	Transfers to the Display Address in Label Format (MLDLBI).

## B.8 MLAAXM - AMLS Update ASSOC ADRS Menu.

SCRNCD: MLAAXM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS UPDATE ASSOC ADRS MENU

DATE: XXXXXXXX  
TIME: XXXXXXXX

_ ADD ASSOCIATED ADDRESS INFO	( MLAAAU )
_ CHANGE ASSOCIATED ADDRESS INFO	( MLAACU )
_ DELETE ASSOCIATED ADDRESS INFO	( MLAADU )

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Update Associated ADRS Menu option from the AMLS Update Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNC D shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

### MLAAXM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | ADD ASSOCIATED ADDRESS INFO                                                            |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the ADD ASSOCIATED ADDRESS INFO (MLAAAU).                                 |
| (2) | Field Name:        | CHANGE ASSOCIATED ADDRESS INFO                                                         |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the CHANGE ASSOCIATED ADDRESS INFO (MLAACU).                              |
| (3) | Field Name:        | DELETE ASSOCIATED ADDRESS INFO                                                         |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DELETE ASSOCIATED ADDRESS INFO (MLAADU).                              |

c. **Available Function Keys.** There are no unique function keys available from this screen.

## B.9 MLDISM - AMLS Update Distribution Menu.

SCRNCD: MLDISM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS UPDATE DISTRIBUTION MENU

DATE: XXXXXXXXXX  
TIME: XXXXXXXX

- 
- |                                       |            |
|---------------------------------------|------------|
| _ ADD DISTRIBUTION TO ASSOCIATED ADRS | ( MLDSAU ) |
| _ CHANGE BY SPECIFIC DLN              | ( MLDSCU ) |
| _ DELETE BY SPECIFIC DLN              | ( MLDSDU ) |

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the enduser selects the AMLS Update Distribution Menu option from the AMLS Update Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

### MLDISM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | ADD DISTRIBUTION TO ASSOCIATED ADRS                                                    |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the ADD DISTRIBUTION TO ASSOCIATED ADRS (MLDSAU).                         |
| (2) | Field Name:        | CHANGE BY SPECIFIC DLN                                                                 |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the CHANGE BY SPECIFIC DLN (MLDSCU).                                      |
| (3) | Field Name:        | DELETE BY SPECIFIC DLN                                                                 |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DELETE BY SPECIFIC DLN (MLDSDU).                                      |

c. **Available Function Keys.** There are no unique function keys available from this screen.

### B.10 MLDLBI - Display Address in Label Format.

SCRNCD: MLDLBI  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY ADDRESS IN LABEL FORMAT

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

[illegible][illegible]

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

```
FS=PREV SCR
FI=
```

F6=  
F12=

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:
- (1) View an Associated Address Code (keyline, address, and contents line) in label format.
  - (2) Access the help information for on-line screens. Access the help information for screen input fields.
- b. **Field Entry Requirements.** Entries for this screen are covered by Section B.10.c, Available F Keys.
- c. **Available Function Keys.** *The following unique F keys may be used from the Display Address in Label Format screen.* All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.
- |    |          |                                            |
|----|----------|--------------------------------------------|
| F5 | Prev Scr | Transfers to the previously viewed screen. |
|----|----------|--------------------------------------------|

### B.11 MLDLNI - Display DLN Information.

SCRNCD: MLDLNI  
USERID: XXXXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY DLN INFORMATION

DATE XXXXXXXXXX  
TIME XXXXXXXXXX

[illegible]

F1=HELP  
F7=PAGE UP

F2= CLEAR SCR  
F8= PAGE DOWN

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=FIND ALL

FS=  
FI1=

F6=  
F12=

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Inquire the AMLS database for DLN distribution information by entering a list of one or more DLNs.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

- b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLDLNI Field Entry Requirements

<b>Field Name:</b>	<b>DLN</b>
<b>Entry Requirement:</b>	<b>Mandatory input field</b>
<b>Valid Entries:</b>	<b>Up to 14 specific DLNs or use the F10 key</b>
<b>Results:</b>	<b>Will display the Product Title, Number of Addresses that receive the product, and Total Number of Copies of the product.</b>

- c. **Available Function Keys.** The following unique F keys may be used from the Display DLN Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<b>F7</b>	<b>Page Up</b>	Displays the prior page of the current file being viewed.
-----------	----------------	-----------------------------------------------------------

<b>F8</b>	<b>Page Down</b>	<b>Displays the next page of the current file being viewed.</b>
-----------	------------------	-----------------------------------------------------------------

F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Up to 10 Service Entities are allowed at one time for this screen.
----	---------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>F10</b>	<b>Find All</b>	<b>Displays the DLN, Product Title, Number of Address, and Total Number of Copies for all DLNs that receive distribution within the Selected Service Entity.</b>
------------	-----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------

## B.12 MLDLSI - Display Specific DLN.

SCRNCD MLDLSI  
USERID XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY SPECIFIC DLN

DATE XXXXXXXX  
TIME XXXXXXXX

```

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      DLN          PRODUCT TITLE          NO OF ADRS      TOTAL COPIES

XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX  XXXXXXXXXXXXXXXX

      AA          MLNG PIC          ----- IN THE CLEAR ADDRESS -----

XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX
XXXXXXXXX  X  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXX

```

SERVICE ENTITY XX NO OF COPIES XXXXXXXX

F1=HELP F2=CLEAR SCR F3=PREV MENU F4=MAIN MENU F5= F6=  
F7=PAGE UP F8=PAGE DOWN F9=CHG ENT F10= F11= F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Inquire the AMLS database for specific DLN distribution information by entering one specific DLN and display all AA Codes, MLNG-PICs, and IN THE CLEAR MAILING ADDRESS information associated to the DLN.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLDLSI Field Entry Requirements

Field Name:	DLN
Entry Requirement:	Mandatory input field
Valid Entries:	Valid DLN that exists on the Product database.
Results:	Will display the Product Title, Number of Addresses that receive the product, and Total Number of Copies of the product.

c. **Available Function Keys.** The following unique F keys may be used from the Display Specific DLN screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F7	Page Up	Displays the prior page of the current file being viewed.
F8	Page Down	Displays the next page of the current file being viewed.
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Up to 10 Service Entities are allowed at one time for this screen.

### B.13 MLDS1U - Add Distribution by List of DLNs.

SCRNCD: MLDSIU  
USERID: XXXXXXXXX

MAILING LABEL SYSTEM  
ADD DISTRIBUTION BY LIST OF DLNS

DATE. XXXXXXXXXX  
TIME. XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
AA XXXXXXX MING PIC X

[illegible]

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=PREV SCR	F6=COMMIT
F7=	F8=	F9=	F10=	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Add List of Distribution to an existing Associated Address by pressing the F9 function key. The AA data will be displayed and you will be allowed to enter up to eleven DLNs and numbers of copies.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

**b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLDS1U Field Entry Requirements

- |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | <b>Field Name:</b> DLN<br><b>Entry Requirement:</b> Mandatory input field<br><b>Valid Entries:</b> One minimum; up to eleven DLNs may be entered at one time.<br><b>Results:</b> Indicates that a specific product should be sent to this DLN.                                                                                                                                                                                                      |
| (2) | <b>Field Name:</b> NO. OF COPIES<br><b>Entry Requirement:</b> Mandatory input field; 6-digit numbers, comma may be entered if desired.<br><b>Valid Entries:</b> One minimum; One entry for each DLN entered, specifies the number of copies of the DLN product for distribution to the Associated Address.<br><b>Results:</b> The Distribution information will be added to the Distribution database when the F6 (Commit) function key is pressed. |

c. **Available Function Keys.** The following unique F keys may be used from the Add Distribution by List of DLNs screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<b>F5</b>	<b>Prev Scr</b>	<b>Transfers to the previously viewed screen.</b>
-----------	-----------------	---------------------------------------------------

F6	Commit	Adds the new distribution information for each DLN entered to the distribution database.
----	--------	------------------------------------------------------------------------------------------



**B.14 MLDS2U - Change Distribution by List of DLNs.**

SCRNCD: MLDS2U  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
CHANGE DISTRIBUTION BY LIST OF DLNS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
AA XXXXXX MLNG PIC X

—DLN—		—NO COPIES—		—PRODUCT TITLE—	
FROM	TO	FROM	TO		
XXXXXXXXXX	XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=PREV SCR	F6=COMMIT
F7=PAGE UP	F8=PAGE DOWN	F9=	F10=	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Change Distribution for an Associated Address by Specific DLN. Up to five distribution items will be displayed at one time. You can change these items or use the Page Up/Page Down function keys to page through and change other distribution items for the selected address.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLDS2U Field Entry Requirements**

- |     |                    |                                                                                                           |
|-----|--------------------|-----------------------------------------------------------------------------------------------------------|
| (1) | Field Name:        | DLN TO                                                                                                    |
|     | Entry Requirement: | Optional input field                                                                                      |
|     | Valid Entries:     | Minimum of one; more than one may be entered. It must be a valid DLN that exists on the Product database. |
|     | Results:           | Will modify the current DLN in the database                                                               |
| (2) | Field Name:        | NO. COPIES TO                                                                                             |
|     | Entry Requirement: | Optional input field; 6-digit number.                                                                     |
|     | Valid Entries:     | Minimum of one; more than one may be entered; 1 - 999999.                                                 |
|     | Results:           | Will modify number of copies distributed to the DLN for the product shown in the database                 |

c. **Available Function Keys.** The following unique F keys may be used from the Change Distribution by List of DLNs screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

- |    |           |                                                                                                                                                                                                                           |
|----|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F5 | Prev Scr  | Transfers to the previously viewed screen.                                                                                                                                                                                |
| F6 | Commit    | Changes the distribution information for the specified DLN and/or Number of DLN copies. If the DLN TO is entered, then Distribution information for the DLN FROM is automatically deleted from the Distribution database. |
| F7 | Page Up   | Displays the prior page of the current file being viewed.                                                                                                                                                                 |
| F8 | Page Down | Displays the next page of the current file being viewed.                                                                                                                                                                  |

### B.15 MLDS3U - Delete Distribution by List of DLNs.

SCRNCD: MLDS3U  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE DISTRIBUTION BY LIST OF DLNS

DATE. XXXXXXXXXX  
TIME. XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AA XXXXXXXX MLNG PIC A

[illegible]

F1=HELP      F2=CLEAR SCR      F3=PREV MENU      F4=MAIN MENU      F5=PREV SCR      F6=COMMIT  
F7=PAGE UP      F8=PAGE DOWN      F9=      F10=      F11=      F12=

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) **Delete Distribution for an Associated Address by Specific DLN.** Will locate and display the requested AA in the clear address text, up to eleven DLNs, Product Titles, and Numbers of Copies for verification. You may then select DLNs by tagging them with a non-blank character and pressing F6 to perform the actual delete.

- (2) **Access the Help information for on-line screens. Access the Help information for screen input fields.**

- b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLDS3U Field Entry Requirements

<b>Field Name:</b>	<b>TAG TO DELETE</b>
<b>Entry Requirement:</b>	Optional input field
<b>Valid Entries:</b>	Any non-blank character
<b>Results:</b>	Each DLN and its associated information which is tagged will be deleted from the database when the F6 function key is pressed.

- c. **Available Function Keys.** The following unique F keys may be used from the Delete Distribution by List of DLNs screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<b>F5</b>	<b>Prev Scr</b>	Transfers to the previously viewed screen.
<b>F6</b>	<b>Commit</b>	Deletes the Distribution Information from the Distribution database for all the DLNs that are tagged for deletion.
<b>F7</b>	<b>Page Up</b>	Displays the prior page of the current file being viewed.
<b>F8</b>	<b>Page Down</b>	Displays the next page of the current file being viewed.

**B.16 MLDSAU - Add Distribution to Associated Address.**

SCRNCD: MLDSAU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ADD DISTRIBUTION TO ASSOCIATED ADDRESS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
AA XXXXXXXX MLNG PIC X

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX

DLN	NO OF COPIES	PRODUCT TITLE
XXXXXXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

F1=HELP F7=	F2=CLEAR SCR F8=	F3=PREV MENU F9= CHG ENT	F4=MAIN MENU F10=LIST DLN	F5=PREV SCR F11=	F6=COMMIT F12=
----------------	---------------------	-----------------------------	------------------------------	---------------------	-------------------

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Add Distribution to an Associated Address by entering the AA code, a single Distribution List Number (DLN) and the number of product copies for the requested address.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLDSAU Field Entry Requirements**

- |     |                    |                                                                                                                                                                                                                                           |
|-----|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:        | AA                                                                                                                                                                                                                                        |
|     | Entry Requirement: | Mandatory input field                                                                                                                                                                                                                     |
|     | Valid Entries:     | Any valid 7-character AA Code                                                                                                                                                                                                             |
|     | Results:           | Accesses an existing AA to allow distribution information to be specified                                                                                                                                                                 |
|     |                    |                                                                                                                                                                                                                                           |
| (2) | Field Name:        | DLN                                                                                                                                                                                                                                       |
|     | Entry Requirement: | Mandatory input field                                                                                                                                                                                                                     |
|     | Valid Entries:     | Valid DLN that exists on the Product database or use F10 key. Use of wildcard '*' character is allowed to specify multiple DLNs (i.e., all DLNs that start with the characters preceding the wildcard '*' character [for example: FIIG*]) |
|     | Results:           | Allows a distribution list number (DLN) to be specified.                                                                                                                                                                                  |
|     |                    |                                                                                                                                                                                                                                           |
| (3) | Field Name:        | NO. OF COPIES                                                                                                                                                                                                                             |
|     | Entry Requirement: | Mandatory input field                                                                                                                                                                                                                     |
|     | Valid Entries:     | Up to 6-digit numbers; 1 - 999999, comma is allowed.                                                                                                                                                                                      |
|     | Results:           | Allows the number of copies to be entered for distribution.                                                                                                                                                                               |

c. **Available Function Keys.** The following unique F keys may be used from the Add Distribution to Associated Address screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	Adds the new Distribution information to the Distribution database.
----	--------	---------------------------------------------------------------------

**F9 Chg Ent**

Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

**F10 List DLN**

Transfers to the Add Distribution by List of DLNs screen (MLDS1U).

## B.17 MLDCU - Change Distribution by Specific DLN.

SCRNCD: XXXXXXXX  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
CHANGE DISTRIBUTION BY SPECIFIC DLN

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
AA XXXXXXX MLNG PIC X

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX

— DLN — FROM	— NO OF COPIES — TO	— PRODUCT TITLE — FROM	TO	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXX	XXXXXXX	
F1=HELP F7=	F2=CLEAR SCR F8=	F3=PREV MENU F9= CHG ENT	F4=MAIN MENU F10=LIST DLN	F5=MORE DLN F11=
				F6=COMMIT F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Locates and displays the requested address distribution information. You can modify the DLN and number of copies and then press F6 function key to commit the changes to the database.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLDCU Field Entry Requirements

- |     |                    |                                                           |
|-----|--------------------|-----------------------------------------------------------|
| (1) | Field Name:        | AA                                                        |
|     | Entry Requirement: | Mandatory input field                                     |
|     | Valid Entries:     | Any valid 7-character AA code                             |
|     | Results:           | Accesses the specified AA                                 |
| (2) | Field Name:        | DLN FROM                                                  |
|     | Entry Requirement: | Mandatory input field                                     |
|     | Valid Entries:     | Any existing distribution DLN for the AA Code.            |
|     | Results:           | Allows a specific DLN to be modified.                     |
| (3) | Field Name:        | DLN TO                                                    |
|     | Entry Requirement: | Optional input field                                      |
|     | Valid Entries:     | Any valid DLN not currently in use                        |
|     | Results:           | Assigns a new DLN                                         |
| (4) | Field Name:        | NO. COPIES TO                                             |
|     | Entry Requirement: | Optional input field                                      |
|     | Valid Entries:     | Valid 6-digit number, 1-999999                            |
|     | Results:           | The number of copies will be associated with the new DLN. |

c. **Available Function Keys.** The following unique F keys may be used from the Change Distribution by Specific DLN screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	More DLN	Clears the DLN FROM/TO and the NO. OF COPIES FROM/TO to allow for input of another DLN for the AA Code.
F6	Commit	Changed the distribution information for the specified DLN and/or Number of DLN copies. If the DLN TO is entered, the distribution information for the DLN FROM is automatically deleted from the Distribution database.
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.
F10	List DLN	Transfers to the Change Distribution by List of DLNs screen (MLDS2U).

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=MORE DLN	F6=COMMIT
F7=	F8=	F9= CHG ENT	F10=LIST DLN	F11=	F12=

- b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLDSDU Field Entry Requirements

- |     |                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | <b>Field Name:</b> AA<br><b>Entry Requirement:</b> Mandatory input field<br><b>Valid Entries:</b> Any valid 7-character AA Code<br><b>Results:</b> Will allow access to an existing Associated Address.                                                                                                                                                                         |
| (2) | <b>Field Name:</b> DLN<br><b>Entry Requirement:</b> Optional input field<br><b>Valid Entries:</b> Any existing distribution DLN for the AA Code. Use of wildcard '*' character is allowed to specify multiple DLNs (i.e., all DLNs that start with the characters preceding the wildcard '*' character [for example: FIIG*])<br><b>Results:</b> Specifies the DLN to be deleted |

- c. Available Function Keys.** The following unique F keys may be used from the Delete Distribution by Specific DLN screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<b>F5</b>	<b>More DLN</b>	<b>Clears the DLN input field to allow for input of another DLN for the AA Code.</b>
<b>F6</b>	<b>Commit</b>	<b>Deletes the distribution information from the Distribution database for the specified AA Code and DLN.</b>
<b>F9</b>	<b>Chg Ent</b>	<b>Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.</b>
<b>F10</b>	<b>List DLN</b>	<b>Transfers to the Delete Distribution by List of DLNs screen (MLDS3U).</b>

## B.19 MLGLIU - View Address Before Global Change.

SCRNCD: MLGLIU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
VIEW ADDRESS BEFORE GLOBAL CHANGE

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XX	XXXXXXXX	-----IN THE CLEAR ADDRESS-----	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=PREV SCR	F6=
F7=PAGE UP	F8=PAGE DOWN	F9=	F10=	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) View address information that will be affected by the global change within an entire Service Entity's database.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** Entries for this screen are covered by Section B.19.c, Available F Keys.

c. **Available Function Keys.** The following unique F keys may be used from the View Address Before Global Change screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	Prev Scr	Transfers to the previously viewed screen.
F7	Page Up	Displays the prior page of the current file being viewed.
F8	Page Down	Displays the next page of the current file being viewed.



## B.20 MLGLAU - Global Change Address Information.

SCRNCD: MLGLAU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
GLOBAL CHANGE ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

MLNG PIC	- FROM TO	X X	ADDRESSES AFFECTED
- OR - STATE ABBREV	- FROM TO	XX XX	FROM TO XXXXXXXX XXXXXXXXXX
- OR - ZIP CODE	- FROM TO	XXXXXXXXXX XXXXXXXXXX	
- OR - ADDRESS TEXT -	- FROM TO	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=VIEW ADRS	F6=COMMIT
F7=	F8=	F9=	F10=	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following function:

(1) Global change address information within an entire Service Entity's database by changing either Mailing Priority Indicator Code, Zip Code, State Abbreviation, or an Address Text string of up to 40 characters. Prior to committing the changes to the database, you can press F5 to view the addresses that will be affected by the change.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLGLAU Field Entry Requirements

- (1) Field Name: MLNG PIC FROM  
Entry Requirement: Optional input field, must be entered with MLNG PIC TO  
Valid Entries: Only one set may be entered; A - Z, 0 - 9.  
Results: Mailing Priority Indicator Code to search for.
- (2) Field Name: MLNG PIC TO  
Entry Requirement: Optional input field, must be entered with MLNG PIC FROM  
Valid Entries: Only one set may be entered; A - Z, 0 - 9.  
Results: New Mailing Priority Indicator Code.
- (3) Field Name: STATE ABBREV FROM  
Entry Requirement: Optional input field, must be entered with STATE ABBREV TO  
Valid Entries: At least one set must be entered, only one set may be entered; valid US State or Possession abbreviation.  
Results: State abbreviation to search for.
- (4) Field Name: STATE ABBREV TO  
Entry Requirement: Optional input field, must be entered with STATE ABBREV FROM  
Valid Entries: Only one set may be entered; valid US State or Possession abbreviation.  
Results: New State abbreviation.
- (5) Field Name: ZIP CODE FROM

Entry Requirement:  
Valid Entries:  
Results:

Optional input field, must be entered with ZIP CODE TO  
Only one set may be entered; 1 - 10 character alphanumeric.  
ZIP CODE to search for.

(6) Field Name:  
Entry Requirement:  
Valid Entries:  
Results:

ZIP CODE TO  
Optional input field, must be entered with ZIP CODE FROM  
Only one set may be entered; 1 - 10 character alphanumeric.  
New ZIP CODE.

(7) Field Name:  
Entry Requirement:  
Valid Entries:  
Results:

ADDRESS TEXT FROM  
Optional input field, must be entered with ADDRESS TEXT TO  
Only one set may be entered  
Address text to search for; upper and lower case alphabetic characters are allowed.

(8) Field Name:  
Entry Requirement:  
Valid Entries:  
Results:

ADDRESS TEXT TO  
Optional input field, must be entered with ADDRESS TEXT TO  
Only one set may be entered  
New Address text, upper and lower case alphabetic characters are allowed.

c. **Available Function Keys.** The following unique F keys may be used from the Global Change Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5 View Adrs

Transfers to the View Address Before global Change screen (MLGLIU).

F6 Commit

Changes the specified information on the Address database.

F9 Chg Ent

Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

## B.21 MLGLBM - AMLS Global Change Menu.

SCRNCD: MLGLBM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS GLOBAL CHANGE MENU

DATE XXXXXXXX  
TIME XXXXXXXX

---

_ GLOBAL CHANGE ADDRESS INFO	( MLGLAU )
_ GLOBAL CHANGE DISTRIBUTION	( MLGLDU )
_ GLOBAL DELETE DISTRIBUTION	( MLGDDU )

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Global Change Menu option from the AMLS Update Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

### MLGLBM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | GLOBAL CHANGE ADDRESS INFO                                                             |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the GLOBAL CHANGE ADDRESS INFO (MLGLAU).                                  |
| (2) | Field Name:        | GLOBAL CHANGE DISTRIBUTION                                                             |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the GLOBAL CHANGE DISTRIBUTION (MLGLDU).                                  |
| (3) | Field Name:        | GLOBAL DELETE DISTRIBUTION                                                             |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the GLOBAL DELETE DISTRIBUTION (MLGDDU).                                  |

c. **Available Function Keys.** There are no unique function keys available from this screen.

## B.22 MLGLDU - Global Change Distribution Information.

SCRNCD: MLGLDU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
GLOBAL CHANGE DISTRIBUTION INFORMATION

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

	FROM	TO
DLN	XXXXXXXXXX	XXXXXXXXXX
NO. OF COPIES	XXXXXXX	XXXXXXX
PRODUCT TITLE	XXXXXXXXXXXXXXXXXXXX	-----VERIFY----- XXXXXXXXXXXXXXXXXXXX
ADDRESSES	XXXXXXXXXX	XXXXXXXXXX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=VIEW ADRS	F6=COMMIT
F7=	F8=	F9= CHG ENT	F10=	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Global Change Distribution Information allows you to change a DLN and number of copies either individually or in combination. The changes are committed to the database by pressing the F6 function key. Prior to committing the changes to the database, the user can view the affected addresses by pressing the F5 function key.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLGLDU Field Entry Requirements

- |     |                    |                                                                                           |
|-----|--------------------|-------------------------------------------------------------------------------------------|
| (1) | Field Name:        | DLN FROM                                                                                  |
|     | Entry Requirement: | Optional input field                                                                      |
|     | Valid Entries:     | Any existing DLN                                                                          |
|     | Results:           | Specify DLN to be modified                                                                |
| (2) | Field Name:        | DLN TO                                                                                    |
|     | Entry Requirement: | Optional input field                                                                      |
|     | Valid Entries:     | Any valid DLN not currently in use                                                        |
|     | Results:           | Globally replaces DLN FROM with the new DLN when the F6 (COMMIT) function key is pressed. |
| (3) | Field Name:        | NO. COPIES FROM                                                                           |
|     | Entry Requirement: | Optional input field                                                                      |
|     | Valid Entries:     | 6-digit number; comma is allowed.                                                         |
|     | Results:           | Specific NO. OF COPIES to be modified.                                                    |
| (4) | Field Name:        | NO COPIES TO                                                                              |
|     | Entry Requirement: | Optional input field                                                                      |
|     | Valid Entries:     | 6-digit number; comma is allowed.                                                         |
|     | Results:           | Globally replaces NO. COPIES FROM                                                         |

c. **Available Function Keys.** The following unique F keys may be used from the Global Change Distribution Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	View Adrs	Transfers to the View Address Before Global Change screen (MLGLIU).
F6	Commit	Changes the distribution information for the specified DLN and or Number of DLN Copies within the entire Service Entity's Distribution database. If the DLN TO is entered, the distribution information for the DLN FROM is automatically deleted from the Distribution database for the Service Entity.
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU) Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

## B.23 MLGLIU - Global Delete Distribution Information.

SCRNCD: MLGLIU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
GLOBAL DELETE DISTRIBUTION INFORMATION

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DLN DISTRIBUTION TO DELETE XXXXXXXXXX

-----VERIFY-----

PRODUCT TITLE XXXXXXXXXXXXXXXXXXXXXXXX

ADDRESSES XXXXXXXXXX

TOTAL NO COPIES XXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=VIEW ADRS  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Global Delete Distribution Information will allow you to delete all occurrences of a DLN in the database. The product title, number of addresses affected, and number of copies will be displayed. The F5 function key can be pressed to view the addresses that will be affected by this deletion before pressing the F6 key to perform the actual deletion.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLGLIU Field Entry Requirements

Field Name:	DLN
Entry Requirement:	Mandatory input field
Valid Entries:	Any valid DLN for which there is Distribution information.
Results:	Distribution information for the DLN is deleted when the F6 function key is pressed.

c. **Available Function Keys.** The following unique F keys may be used from the Global Delete Distribution Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	View Adrs	Transfers to the View Address Before global Change screen (MLGLIU).
F6	Commit	All of the Distribution information is deleted from the Distribution database for the specified Service Entity and DLN.
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

**B.24 MLINQM - AMLS Inquiry Menu.**

SCRNCD: MLINQM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS INQUIRY MENU

DATE XXXXXXXX  
TIME XXXXXXXX

_ DISPLAY DLN INFORMATION	( MLDLNI )
_ DISPLAY SPECIFIC DLN	( MLDLSI )
_ DISPLAY MASTER ADDRESS	( MLMAXI )
_ DISPLAY ASSOCIATED ADDRESS	( MLAAXI )
_ DISPLAY ADDRESS BY TEXT SEARCH	( MLTSRI )

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Inquiry Menu option from the AMLS Main Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

**MLINQM Field Entry Requirements**

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | DISPLAY DLN INFORMATION                                                                |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY DLN INFORMATION (MLDLNI).                                     |
| (2) | Field Name:        | DISPLAY SPECIFIC DLN                                                                   |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY SPECIFIC DLN (MLDLSI).                                        |
| (3) | Field Name:        | DISPLAY MASTER ADDRESS                                                                 |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY MASTER ADDRESS (MLMAXI).                                      |
| (4) | Field Name:        | DISPLAY ASSOCIATED ADDRESS                                                             |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY ASSOCIATED ADDRESS (MLAAXI).                                  |
| (5) | Field Name:        | DISPLAY ADDRESS BY TEXT SEARCH                                                         |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY ADDRESS BY TEXT SEARCH (MLTSRI).                              |

c. **Available Function Keys.** There are no unique function keys available from this screen.

Appendix B

## B.25 MLLBLM - AMLS Label Request Menu.

SCRNCD: MLLBLM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS LABEL REQUEST MENU

DATE: XXXXXXXX  
TIME: XXXXXXXX

---

_ DISPLAY STATUS OF REQUEST	( MLRQSI )
_ ENTER REQUEST STANDARD LABELS	( MLSLBU )
_ DELETE REQUEST STANDARD LABELS	( MLSLDU )
_ ENTER REQUEST TAILORED LABELS	( MLTLBU )

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Label Request Menu option from the AMLS Main Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

### MLLBLM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | DISPLAY STATUS OF REQUEST                                                              |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY STATUS OF REQUEST (MLRQSI).                                   |
| (2) | Field Name:        | ENTER REQUEST STANDARD LABELS                                                          |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the ENTER REQUEST STANDARD LABELS (MLSLBU).                               |
| (3) | Field Name:        | DELETE REQUEST STANDARD LABELS                                                         |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DELETE REQUEST STANDARD LABELS (MLSLDU).                              |
| (4) | Field Name:        | ENTER REQUEST TAILORED LABELS                                                          |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the ENTER REQUEST TAILORED LABELS (MLTLBU).                               |

c. **Available Function Keys.** There are no unique function keys available from this screen.



### B.26 MLMA1U - Original Master Address Information.

SCRNCD: MLMAIU  
USERID: XXXXXXXXX

MAILING LABEL SYSTEM  
ORIGINAL MASTER ADDRESS INFORMATION

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

MA XXXXXX

NUMBER OF AA XXX

————IN THE CLEAR ADDRESS————

[illegible]

ZIP CODE XXXXXXXXXXXX

F1=HELP  
F7=

F2= CLEAR SCR  
F8=

**F3=PREV MENU**  
**F9=**

F4=MAIN MENU  
F10=

```
F5=PREV SCR
F11=
```

F6=

F12=

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:
  - (1) View the Master Address as it existed before changes have been committed to the database.
  - (2) Access the help information for on-line screens. Access the help information for screen input fields.
- b. **Field Entry Requirements.** Entries for this screen are covered by Section B.26.c, Available F Keys.
- c. **Available Function Keys.** The following unique F keys may be used from the Original Master Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5 Prev Scr

Transfers to the previously viewed Change Master Address Information screen (MLMACU).

**B.27 MLMA11 - Display Associated Address for Master Address.**

SCRNCD: MLMA11  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY ASSOCIATED ADDRESS FOR MASTER ADDRESS

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AA XXXXXXX MLNG PIC X

-----IN THE CLEAR ADDRESS-----

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX

NO OF DLN XXXXXXX TOTAL COPIES XXXXXXXX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=PREV SCR	F6=
F7=PAGE UP	F8=PAGE DOWN	F9=	F10=VIEW DLN	F11=	F12=

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:
  - (1) Will display information for the Associated Address belonging to the Master Address specified.
  - (2) Access the help information for on-line screens. Access the help information for screen input fields.
- b. **Field Entry Requirements.** The fields shown on this screen are display-only fields and will display data based on the entries made in the previous screen. There are no valid field entries for this screen.
- c. **Available Function Keys.** The following unique F keys may be used from the Display Associated Address for Master Address screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	Prev Scr	Transfers to the previously viewed Display Master Address Information screen (MLMAXI).
F7	Page Up	Displays the prior page of the current file being viewed.
F8	Page Down	Displays the next page of the current file being viewed.
F10	View DLN	Transfers to the Display AA/Distribution Information screen (MLAADI).

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

[illegible]

MA XXXXXX

-----IN THE CLEAR ADDRESS-----

[illegible]

ZIP CODE XXXXXXXXXXXX

F6=COMMIT  
F12=

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:
  - (1) Add Master Address Information by entering the MA code and up to eight 40-character lines in the clear address text. This function can only be accessed by Service Entities that use MAs. Once the MA has been entered, F10 can be pressed to add the Aas that correspond to this MA.
  - (2) Access the help information for on-line screens. Access the help information for screen input fields.
- b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLMAAU Field Entry Requirements

- |     |                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><b>Valid Entries:</b><br><br><b>Results:</b> | <b>MA</b><br>Mandatory input field<br>Any valid MA Code not currently in use; it must be a full 6-character alphabetic or numeric combination.<br><br>The new Master Address will be added to the database when the F6 function key is pressed.                                                                                                                                                                                                        |
| (2) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><b>Valid Entries:</b><br><br><b>Results:</b> | <b>IN THE CLEAR ADDRESS</b><br>Mandatory input field<br>Two line minimum address associated with the AA entered, upper and lower case alphabetic characters, numbers, and punctuation are allowed. Up to 8 lines of address are allowed.<br><br>The IN THE CLEAR MAILING ADDRESS field will be added to the database record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries. |
| (3) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><br><b>Valid Entries:</b>                    | <b>ZIP CODE</b><br>Mandatory input field if the last line of IN THE CLEAR ADDRESS has a valid US state abbreviation. This field is optional if the last line of the address does not contain a valid US state abbreviation.<br><br>The Zip Code associated with the AA entered. For valid US state abbrevia-                                                                                                                                           |

Results:

tions, the ZIP CODE must be either a 5-digit numeric or a 5-digit numeric - hyphen- 4-digit numeric.

The ZIP CODE field will be added to the database record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries.

c. **Available Function Keys.** The following unique F keys may be used from the Add Master Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	The new Master Address information will be added to the Address database.
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.
F10	Add AA	The new Master Address information will be added to the Address database. Transfers to the Add Associated Address Information screen (MLAAAU) and retains the MA Code.

**B.29 MLMACU - Change Master Address Information.**

SCRNCD: MLMACU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
CHANGE MASTER ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

MA XXXXXX NEW MA XXXXXX NUMBER OF AA XXX

———IN THE CLEAR ADDRESS———

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ZIP CODE XXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=VIEW ORIG  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) **Change Master Address(es)** in the database. If the MA Code is changed, all Associated Address(es) linked to the Master Address(es) on the database and all Distribution Information linked to the Associated Address(es) on the database will automatically be transferred when the F6 function key is pressed. You may press F5 to view the record before any changes are committed to the database.

(2) **Access the help information** for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLMACU Field Entry Requirements**

- |     |                    |                                                                                                                                                                                  |
|-----|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:        | MA                                                                                                                                                                               |
|     | Entry Requirement: | Mandatory input field                                                                                                                                                            |
|     | Valid Entries:     | Any existing MA Code on the Address database.                                                                                                                                    |
|     | Results:           | Allow access to an existing MA                                                                                                                                                   |
| (2) | Field Name:        | NEW MA KEY                                                                                                                                                                       |
|     | Entry Requirement: | Optional input field; must be a full 6-character alphabetic or numeric combination.                                                                                              |
|     | Valid Entries:     | Any MA not currently in use.                                                                                                                                                     |
|     | Results:           | The new MA Code will default to the current MA Code. If you desire to change the MA Code, you will be required to enter the new MA Code.                                         |
| (3) | Field Name:        | IN THE CLEAR ADDRESS                                                                                                                                                             |
|     | Entry Requirement: | Mandatory input field                                                                                                                                                            |
|     | Valid Entries:     | Two line minimum address associated with the AA entered, upper and lower case alphabetic characters, numbers, and punctuation are allowed. Up to 8 lines of address are allowed. |
|     | Results:           | The IN THE CLEAR MAILING ADDRESS field will be added to the data-                                                                                                                |

base record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries.

- (4) **Field Name:** ZIP CODE  
**Entry Requirement:** Mandatory input field if the last line of IN THE CLEAR ADDRESS has a valid US state abbreviation. This field is optional if the last line of the address does not contain a valid US state abbreviation.  
**Valid Entries:** The Zip Code associated with the AA entered. For valid US state abbreviations, the ZIP CODE must be either a 5-digit numeric or a 5-digit numeric - hyphen- 4-digit numeric.  
**Results:** The ZIP CODE field will be added to the database record when the F6 or F10 function keys are pressed provided that all other required entry fields have valid information entries.

c. **Available Function Keys.** The following unique F keys may be used from the Change Master Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

- F5 View Orig Transfers to the Original Master Address Information screen (MLMA1U).  
F6 Commit The specified Master Address information will be changed on the Address database. If a new MA Code is specified, all the related Associated Address Codes will be changed on the Address and on the Distribution databases.  
F9 Chg Ent Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

### B.30 MLMADU - Delete Master Address Information.

SCRNCD: MLMADU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE MASTER ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

MA XXXXXX

NUMBER OF AA XXX

———IN THE CLEAR ADDRESS———

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ZIP CODE XXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Deletes the specified Master Address from the database. The program allows you to locate and display the requested MA and a count of linked AAs for verification. Once verification has been completed, F6 can be pressed to perform the actual deletion.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

#### MLMADU Field Entry Requirements

Field Name:	MA
Entry Requirement:	Mandatory input field
Valid Entries:	Any existing MA Code on the Address database.
Results:	Will cause the MA and associated information to be deleted from the database when the F6 function key has been pressed.

c. **Available Function Keys.** The following unique F keys may be used from the Delete Master Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	Deletes the Master Address information from the Address database. Automatically deleted all the related Associated Addresses from the address database. Automatically deletes all the Distribution information from the Distribution that is linked to all the related Associated Addresses.
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

### B.31 MLMAXI - Display Master Address Information.

SCRNCD: MLMAXI  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY MASTER ADDRESS INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

MA XXXXXX

-----IN THE CLEAR ADDRESS-----

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX

NO OF AA XXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=VIEW AA  
F11=

F6=  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) By entering a specific MA code, you will be able to display the address information and a count of AAs. You can display the associated AAs by pressing F5.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

#### MLMAXI Field Entry Requirements

Field Name:	MA
Entry Requirement:	Mandatory input field
Valid Entries:	Any existing MA Code on the Address database.
Results:	Will display requested Master Address Information for viewing only.

c. **Available Function Keys.** The following unique F keys may be used from the Display Master Address Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	View AA	Transfers to the Display Associated Address for Master Address screen (MLMA11).
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.



### B.32 MLMAXM - AMLS Update Master ADRS Menu.

SCRNCD: MLMAXM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS UPDATE MASTER ADRS MENU

DATE: XXXXXXXX  
TIME: XXXXXXXX

---

_ ADD MASTER ADDRESS INFO	( MLMAAU )
_ CHANGE MASTER ADDRESS INFO	( MLMACU )
_ DELETE MASTER ADDRESS INFO	( MLMADU )

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Update Master ADRS Menu option from the AMLS Update Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCNCD shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

#### MLMAXM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | ADD MASTER ADDRESS INFO                                                                |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the ADD MASTER ADDRESS INFO (MLMAAU).                                     |
| (2) | Field Name:        | CHANGE MASTER ADDRESS INFO                                                             |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the CHANGE MASTER ADDRESS INFO (MLMACU).                                  |
| (3) | Field Name:        | DELETE MASTER ADDRESS INFO                                                             |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DELETE MASTER ADDRESS INFO (MLMADU).                                  |

c. **Available Function Keys.** There are no unique function keys available from this screen.

# **B.33 MLMG11 - Display Label Field Definitions.**

SCRNCD: MLMG11  
USERID: XXXXXXXX

## MAILING LABEL SYSTEM DISPLAY LABEL FIELD DEFINITIONS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL FORMAT ID XX

..... SORT SEQUENCE .....

LBL ID	SEQ	SEQ	SEQ	MLNG PIC	X
DLN	X	MA: AA	X	DLN QUANTITY	X
ZIP CODE	X	DLN TITLE	X		

..... PRINT LOCATIONS .....

LBL ID	ROW	MA: AA	ROW	MLNG PIC	ROW
DLN	XX	DLN TITLE	XX	DLN QUANTITY	XX
ADDRESS LINE 1	XX	ADDRESS LINE 2	XX	ADDRESS LINE 3	XX
ADDRESS LINE 4	XX	ADDRESS LINE 5	XX	ADDRESS LINE 6	XX
ADDRESS LINE 7	XX	ADDRESS LINE 8	XX	ZIP CODE	XX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=MOCKUP

F5=PREV SCR  
F11=

F6=  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Displays the field and sort sequence assignments of address lines to rows within an address block. You can view the label mock-up by pressing F10.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** Entries for this screen are covered by Section B.33.c, Available F Keys.

c. **Available Function Keys.** The following unique F keys may be used from the Display Label Field Definitions screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5 Prev Scr Transfers to the previously viewed Display Label Format screen (MLMG11).

F10 Mockup Transfers to the View Label Format Mockup (MLML11).

### B.34 MLMGII - Display Label Format.

SCRNCD: MLMGII  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY LABEL FORMAT

DATE XXXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
LABEL FORMAT ID                      XX

FORMS MESSAGE TO COMPUTER OPERATOR                      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL WIDTH IN INCHES                      XXXXXX                      LABEL LENGTH IN INCHES                      XXXXXX

ADRS OFFSET LEFT IN INCHES                      XXXXXX                      ADRS PRINT AREA WIDTH INCHES                      XXXXXX

NO OF LABELS ACROSS                      X                      CHARACTERS IN ADRS LINE                      XX

LINES PER INCH                      XX                      CHARACTERS PER INCH                      XX

F1=HELP                      F2=CLEAR SCR                      F3=PREV MENU                      F4=MAIN MENU                      F5=FIELD DEF                      F6=  
F7=                      F8=                      F9=                      F10=                      F11=                      F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Displays the physical information for the label such as size, number of characters in the address line, etc. You can transfer to the Display Label Field Definitions screen by pressing the F5 key.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

#### MLMGII Field Entry Requirements

Field Name:	LABEL FORMAT ID
Entry Requirement:	Mandatory input field
Valid Entries:	Valid Label Format Identifier that exists on the Label Format database.
Results:	Will display requested LABEL FORMAT for viewing only.

c. **Available Function Keys.** The following unique F keys may be used from the Display Label Format screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5      Field Def                      Transfers to the Display Label Field Definitions screen (MLMGII).

### B.35 MLMGLM - AMLS Define Labels Format Menu.

SCRNCD: MLMGLM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS DEFINE LABELS FORMAT MENU

DATE XXXXXXXX  
TIME XXXXXXXX

```

      _ DISPLAY LABEL FORMAT                                ( MLMGII )
      _ ADD LABEL FORMAT                                    ( MLMLAU )
      _ CHANGE LABEL FORMAT                                ( MLMLCU )
      _ DELETE LABEL FORMAT                                ( MLMLDU )
  
```

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Define Label Format Menu option from the AMLS DLSC Program MGMT Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

#### MLMGLM Field Entry Requirements

- |     |                                               |                                                                                                                                                                   |
|-----|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:<br>Entry Requirement:<br>Results: | DISPLAY LABEL FORMAT<br>Press the tab key to position the cursor next to the desired selection. Press <ENTER>.<br>Transfers to the DISPLAY LABEL FORMAT (MLMGII). |
| (2) | Field Name:<br>Entry Requirement:<br>Results: | ADD LABEL FORMAT<br>Press the tab key to position the cursor next to the desired selection. Press <ENTER>.<br>Transfers to the ADD LABEL FORMAT (MLMLAU).         |
| (3) | Field Name:<br>Entry Requirement:<br>Results: | CHANGE LABEL FORMAT<br>Press the tab key to position the cursor next to the desired selection. Press <ENTER>.<br>Transfers to the CHANGE LABEL FORMAT (MLMLCU).   |
| (4) | Field Name:<br>Entry Requirement:<br>Results: | DELETE LABEL FORMAT<br>Press the tab key to position the cursor next to the desired selection. Press <ENTER>.<br>Transfers to the DELETE LABEL FORMAT (MLMLDU).   |

c. **Available Function Keys.** There are no unique function keys available from this screen.

**B.36 MLMGPM - AMLS Product Maintenance Menu.**

SCRNCD: MLMGPM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS PRODUCT MAINTENANCE MENU

DATE: XXXXXXXX  
TIME: XXXXXXXX

---

_ DISPLAY DLN INFORMATION	( MLDLNI )
_ DISPLAY SPECIFIC DLN	( MLDLSI )
_ ADD DLN INFORMATION	( MLPDAU )
_ CHANGE DLN INFORMATION	( MLPDCU )
_ DELETE DLN INFORMATION	( MLPDDU )

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Product Maintenance Menu option from the AMLS DLSC Program MGMT Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

**MLMGPM Field Entry Requirements**

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | DISPLAY DLN INFORMATION                                                                |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY DLN INFORMATION (MLDLNI).                                     |
| (2) | Field Name:        | DISPLAY SPECIFIC DLN                                                                   |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY SPECIFIC DLN (MLDLSI).                                        |
| (3) | Field Name:        | ADD DLN INFORMATION                                                                    |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the ADD DLN INFORMATION (MLPDAU).                                         |
| (4) | Field Name:        | CHANGE DLN INFORMATION                                                                 |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the CHANGE DLN INFORMATION (MLPDCU).                                      |
| (5) | Field Name:        | DELETE DLN INFORMATION                                                                 |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DELETE DLN INFORMATION (MLPDDU).                                      |

c. **Available Function Keys.** There are no unique function keys available from this screen.

### B.37 MLMGTM - AMLS DLSC Program MGMT Menu.

SCRNCD: MLMGTM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS DLSC PROGRAM MGMT MENU

DATE: XXXXXXXX  
TIME: XXXXXXXX

- 
- |                                 |            |
|---------------------------------|------------|
| _ DISPLAY STATUS OF REQUEST     | ( MLRQSI ) |
| _ SELECT SERVICE ENTITY         | ( MLSENU ) |
| _ DELETE REQUEST PARAMETER      | ( MLRQDU ) |
| _ AMLS PRODUCT MAINTENANCE MENU | ( MLMGPM ) |
| _ AMLS DEFINE LABEL FORMAT MENU | ( MLMGLM ) |

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS DLSC Program MGMT Menu option from the AMLS Main Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

#### MLMGTM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | DISPLAY STATUS OF REQUEST                                                              |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY STATUS OF REQUEST (MLRQSI).                                   |
| (2) | Field Name:        | SELECT SERVICE ENTITY                                                                  |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the SELECT SERVICE ENTITY (MLSENU).                                       |
| (3) | Field Name:        | DELETE REQUEST PARAMETER                                                               |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DELETE REQUEST PARAMETER (MLRQDU).                                    |
| (4) | Field Name:        | AMLS PRODUCT MAINTENANCE MENU                                                          |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the AMLS PRODUCT MAINTENANCE MENU (MLMGPM).                               |
| (5) | Field Name:        | AMLS DEFINE LABEL FORMAT MENU                                                          |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the AMLS DEFINE LABEL FORMAT MENU (MLMGLM).                               |

c. **Available Function Keys.** There are no unique function keys available from this screen.

### B.38 MLML11 - View Label Format Mockup.

SCRNCD: MLML11  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
VIEW LABEL FORMAT MOCKUP

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

[illegible]

LABEL FORMAT ID    XX

[illegible]

**F1=HELP**  
**F7=PAGE UP**

F2= CLEAR SCR  
F8= PAGE DOWN

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=PREV SCR  
F11=

**F6=**  
**F12=**

- a. Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) This will display the data elements that will appear in the mailing label address block in the specified order.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

- b. Field Entry Requirements.** Entries for this screen are covered by Section B.38.c, Available F Keys.

- c. Available Function Keys.** The following unique F keys may be used from the View Label Format Mockup screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<b>F5</b>	<b>Prev Scr</b>	<b>Transfers to the previously viewed screen.</b>
<b>F7</b>	<b>Page Up</b>	<b>Displays the prior page of mock-up information.</b>
<b>F8</b>	<b>Page Down</b>	<b>Displays the next page of mock-up information.</b>

### B.39 MLML1U - Enter Label Field Definitions.

SCRNCD: MLML1U  
USERID: XXXXXXXX

#### MAILING LABEL SYSTEM ENTER LABEL FIELD DEFINITIONS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL FORMAT ID XX

#### ..... SORT SEQUENCE .....

VALID SEQUENCES ARE 1 THRU 7

LBL ID	SEQ	MA/AA	SEQ	MLNG PIC	SEQ
DLN	X		X		X
DLN	X	DLN TITLE	X	DLN QUANTITY	X
ZIP CODE	X				

#### ..... PRINT LOCATIONS .....

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LBL ID	ROW	MA AA	ROW	MLNG PIC	ROW
DLN	XX		XX		XX
DLN	XX	DLN TITLE	XX	DLN QUANTITY	XX
ADDRESS LINE 1	XX	ADDRESS LINE 2	XX	ADDRESS LINE 3	XX
ADDRESS LINE 4	XX	ADDRESS LINE 5	XX	ADDRESS LINE 6	XX
ADDRESS LINE 7	XX	ADDRESS LINE 8	XX	ZIP CODE	XX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=PREV SCR	F6=COMMIT
F7=	F8=	F9=	F10=MOCKUP	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) This program allows you to add field and sort sequence assignments to the address rows within a mailing label address block.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

#### MLML1U Field Entry Requirements

- (1) **Field Name:** LBL ID SORT SEQUENCE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.  
**Results:** Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.
- (2) **Field Name:** MA/AA SORT SEQUENCE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.  
**Results:** Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.
- (3) **Field Name:** MLNG PIC SORT SEQUENCE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.  
**Results:** Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.
- (4) **Field Name:** DLN SORT SEQUENCE



- |      |                                                     |                                                                                                                                                                                                                     |
|------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | Entry Requirement:<br>Valid Entries:                | Optional input field<br>1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                                                                 |
|      | Results:                                            | Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.                                                                                                                         |
| (5)  | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>DLN TITLE SORT SEQUENCE</b><br>Optional input field<br>1 - 7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                             |
|      | Results:                                            | Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.                                                                                                                         |
| (6)  | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>DLN QUANTITY SORT SEQUENCE</b><br>Optional input field<br>1 - 7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                          |
|      | Results:                                            | Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.                                                                                                                         |
| (7)  | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>ZIP CODE SORT SEQUENCE</b><br>Optional input field<br>1 - 7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                              |
|      | Results:                                            | Specifies the sort sequence (1 = highest, 7 = lowest) of the mailing label addresses.                                                                                                                               |
| (8)  | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>LBL ID PRINT LOCATION ROW</b><br>Optional input field<br>They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the MA/AA row.                                  |
|      | Results:                                            | Specifies the relative row number on which the Label Identifier is printed.                                                                                                                                         |
| (9)  | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>MA/AA PRINT LOCATION ROW</b><br>Optional input field<br>They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the LBL ID row.                                  |
|      | Results:                                            | Specifies the relative row number on which the MA Code or AA code is printed.                                                                                                                                       |
| (10) | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>MLNG PIC PRINT LOCATION ROW</b><br>Optional input field<br>They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the DLN, DLN Title, or DLN Quantity rows.     |
|      | Results:                                            | Specifies the relative row number on which the Mailing Priority Indicator is printed.                                                                                                                               |
| (11) | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>DLN PRINT LOCATION ROW</b><br>Optional input field<br>They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the MLNG PIC, DLN Title, and/or DLN QUANTITY rows. |
|      | Results:                                            | Specifies the relative row number on which the DLN Title (Product Title) is printed.                                                                                                                                |
| (12) | Field Name:<br>Entry Requirement:<br>Valid Entries: | <b>DLN TITLE PRINT LOCATION ROW</b><br>Optional input field<br>They must be numeric; must be in the valid range calculated and displayed on                                                                         |

- Valid Entries:** They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the MLNG PIC, DLN TITLE and, or DLN QUANTITY rows.
- Results:** Specifies the relative row number on which the DLN Title (Product Title) is printed.
- (13) **Field Name:** DLN QUANTITY PRINT LOCATION ROW  
**Entry Requirement:** Optional input field.  
**Valid Entries:** They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the MLNG PIC, DLN, and/or DLN TITLE rows.  
**Results:** Specifies the relative row number on which the Total DLN Product per address is printed.
- (14-21) **Field Name:** ADDRESS LINE 1 - 8 PRINT LOCATION ROW  
**Entry Requirement:** Mandatory input field, at least 1 must be entered.  
**Valid Entries:** Specifies the relative row number on which the In The Clear Mailing Address Line 1 - 8 (depending) is printed.
- (22) **Field Name:** ZIP CODE PRINT LOCATION ROW  
**Entry Requirement:** Optional input field  
**Valid Entries:** They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match Line 8 row.  
**Results:** Specifies the relative row number on which the Zip Code is printed.

(23) BASELINE SYSTEM VALUES Input to ADD LABEL FIELD DEFINITIONS (MLML1U) Screen				
Field Name	DLSC	Coast Guard	Navy	PSMAT
LABEL FORMAT ID	DL	CG	NV	PS
LBL ID SEQ	1	1	1	1
MA/AA SEQ	6	6	6	2
MLNG PIC SEQ	3	3	3	
DLN SEQ	2	2	2	
DLN TITLE SEQ				
DLN QUANTITY SEQ	4	4	4	

Baseline System Values Input to ADD LABEL FIELD DEFINITIONS (MLML1U) Screen				
Field Name	DLSC	Coast Guard	Navy	PSMAT
ZIP CODE SEQ	5	5	5	
LBL ID ROW				
MA/AA ROW	7	7	7	
MLNG PIC ROW	16	16	16	
DLN ROW				
DLN TITLE ROW	16	16	16	
DLN QUANTITY ROW	16	16	16	
ZIP CODE ROW	15	15	15	
ADDRESS 1 ROW	8	8	8	11
ADDRESS 2 ROW	9	9	9	12
ADDRESS 3 ROW	10	10	10	13
ADDRESS 4 ROW	11	11	11	14
ADDRESS 5 ROW	12	12	12	15
ADDRESS 6 ROW	13	13	13	16
ADDRESS 7 ROW	14	14	14	17
ADDRESS 8 ROW	15	15	15	18

c. **Available Function Keys.** The following unique F keys may be used from the Enter Label Field Definitions screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6 Commit

Adds the new Label Format/Label Field Definition information to the Label Format database.

F10 Mockup

Transfers to the View Label Format Mockup screen (MLML11).

# **B.40 MLML2U - Change Label Field Definitions.**

SCRNCD: MLML2U  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
CHANGE LABEL FIELD DEFINITIONS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL FORMAT ID XX

SORT SEQUENCE

VALID SEQUENCES ARE 1 THRU 7

LBL ID	SEQ	MA/AA	SEQ	MLNG PIC	SEQ
DLN	X	DLN TITLE	X	DLN QUANTITY	X
ZIP CODE	X				

PRINT LOCATIONS

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LBL ID	ROW	MA/AA	ROW	MLNG PIC	ROW
DLN	XX	DLN TITLE	XX	DLN QUANTITY	XX
ADDRESS LINE 1	XX	ADDRESS LINE 2	XX	ADDRESS LINE 3	XX
ADDRESS LINE 4	XX	ADDRESS LINE 5	XX	ADDRESS LINE 6	XX
ADDRESS LINE 7	XX	ADDRESS LINE 8	XX	ZIP CODE	XX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=MOCKUP

F5=PREV SCR  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Change and validate Label Format and Label Field Definitions on the database
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## **MLML2U Field Entry Requirements**

- (1) **Field Name:** LBL ID SORT SEQUENCE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.  
**Results:** Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.
- (2) **Field Name:** MA/AA SORT SEQUENCE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.  
**Results:** Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.
- (3) **Field Name:** MLNG PIC SORT SEQUENCE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.  
**Results:** Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.
- (4) **Field Name:** DLN SORT SEQUENCE  
**Entry Requirement:** Optional input field

- |      |                           |                                                                                                                                                            |
|------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                                |
|      | <b>Results:</b>           | Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.                                                                |
| (5)  | <b>Field Name:</b>        | <b>DLN TITLE SORT SEQUENCE</b>                                                                                                                             |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | 1-7; must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                                     |
|      | <b>Results:</b>           | Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.                                                                |
| (6)  | <b>Field Name:</b>        | <b>DLN QUANTITY SORT SEQUENCE</b>                                                                                                                          |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | 1-7; must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                                     |
|      | <b>Results:</b>           | Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.                                                                |
| (7)  | <b>Field Name:</b>        | <b>ZIP CODE SORT SEQUENCE</b>                                                                                                                              |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | 1-7; they must not repeat another sort sequence; sort sequence numbers must be consecutive.                                                                |
|      | <b>Results:</b>           | Specifies the sort sequence (1 = highest order, 7 = lowest) of the mailing label addresses.                                                                |
| (8)  | <b>Field Name:</b>        | <b>LBL ID PRINT LOCATION ROW</b>                                                                                                                           |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the MA/AA row.                                     |
|      | <b>Results:</b>           | Specifies the relative row number on which the Label Identifier is printed.                                                                                |
| (9)  | <b>Field Name:</b>        | <b>MA/AA PRINT LOCATION ROW</b>                                                                                                                            |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the LBL ID row.                                    |
|      | <b>Results:</b>           | Specifies the relative row number on which the MA Code or AA code is printed.                                                                              |
| (10) | <b>Field Name:</b>        | <b>MLNG PIC PRINT LOCATION ROW</b>                                                                                                                         |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the DLN, DLN Title, or DLN Quantity rows.          |
|      | <b>Results:</b>           | Specifies the relative row number on which the Mailing Priority Indicator is printed.                                                                      |
| (11) | <b>Field Name:</b>        | <b>DLN PRINT LOCATION ROW</b>                                                                                                                              |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the MLNG PIC, DLN Title, and/or DLN QUANTITY rows. |
|      | <b>Results:</b>           | Specifies the relative row number on which the DLN Title (Product Title) is printed.                                                                       |
| (12) | <b>Field Name:</b>        | <b>DLN TITLE PRINT LOCATION ROW</b>                                                                                                                        |
|      | <b>Entry Requirement:</b> | Optional input field                                                                                                                                       |
|      | <b>Valid Entries:</b>     | They must be numeric; must be in the valid range calculated and displayed on                                                                               |

the screen. Can only match the MLNG PIC, DLN TITLE and/or DLN QUANTITY rows.  
Results: Specifies the relative row number on which the DLN Title (Product Title) is printed.

(13) Field Name: DLN QUANTITY PRINT LOCATION ROW  
Entry Requirement: Optional input field  
Valid Entries: They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match the MLNG PIC, DLN, and/or DLN TITLE rows.  
Results: Specifies the relative row number on which the Total DLN Product per address is printed.

(14- 21) Field Name: IN THE CLEAR ADRS 1 - 8 PRINT LOCATION ROW  
Entry Requirement: Optional input field  
Valid Entries:  
Results: Specifies the relative row number on which the In The Clear Mailing Address Line 1 - 8 (depending) is printed.

(22) Field Name: ZIP CODE PRINT LOCATION ROW  
Entry Requirement: Optional input field  
Valid Entries: They must be numeric; must be in the valid range calculated and displayed on the screen. Can only match Line 8 row.  
Results: Specifies the relative row number on which the Zip Code is printed.

c. **Available Function Keys.** The following unique F keys may be used from the Change Label Field Definitions screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6 Commit Changes the Label Format/Label Field Definition information on the Label Format database.

F10 Mockup Transfers to the view Label Format Mockup screen (MLML11).

**B.41 MLML3U - Delete Label Field Definitions.**

SCRNCD: MLML3U  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE LABEL FIELD DEFINITIONS

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL FORMAT ID XX

..... SORT SEQUENCE .....

VALID SEQUENCES ARE 1 THRU 7

LBL ID	SEQ	MA/AA	SEQ	MLNG PIC	SEQ
DLN	X	DLN TITLE	X	DLN QUANTITY	X
ZIP CODE	X				

..... PRINT LOCATIONS .....

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

LBL ID	ROW	MA/AA	ROW	MLNG PIC	ROW
DLN	XX	DLN TITLE	XX	DLN QUANTITY	XX
ADDRESS LINE 1	XX	ADDRESS LINE 2	XX	ADDRESS LINE 3	XX
ADDRESS LINE 4	XX	ADDRESS LINE 5	XX	ADDRESS LINE 6	XX
ADDRESS LINE 7	XX	ADDRESS LINE 8	XX	ZIP CODE	XX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=PREV SCR	F6=PROCESS
F7=	F8=	F9=	F10=MOCKUP	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) This program will allow you to immediately delete Label Format information by pressing the F6 function key. You can transfer to the Label Mockup Screen by pressing F10.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** Entries for this screen are covered by Section B.41.c, Available F Keys.

c. **Available Function Keys.** The following unique F keys may be used from the Delete Label Field Definitions screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	Prev Scr	Transfers to the previously viewed screen.
F6	Commit	Deletes the Label Format/Label Field Definition information from the Label Format database.
F10	Mockup	Transfers to the View Label Format Mockup screen (MLML11).

**B.42 MLMLAU - Add Label Format.**

SCRNCD: MLMLAU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ADD LABEL FORMAT

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
LABEL FORMAT ID           XX

FORMS MESSAGE TO COMPUTER OPERATOR

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL WIDTH IN INCHES           XXXXXX                      LABEL LENGTH IN INCHES           XXXXXX

ADRS OFFSET LEFT IN INCHES      XXXXXX                      ADRS PRINT AREA WIDTH INCHES      XXXXXX

NO OF LABELS ACROSS           X                                      CHARACTERS IN ADRS LINE           XX

LINES PER INCH               XX                                      CHARACTERS PER INCH               XX

F1=HELP                      F2=CLEAR SCR            F3=PREV MENU            F4=MAIN MENU            F5=                      F6=PROCESS  
F7=                      F8=                      F9=                      F10=                      F11=                      F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Add Label Format Information by entering the physical description information for the label, such as label size, characters in the address line, etc. You will then be transferred to the Add Label Field Definitions screen when the F6 function key is pressed.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLMLAU Field Entry Requirements**

- |     |                                                                 |                                                                                                                                                                                                                                                                                                                                    |
|-----|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | LABEL FORMAT ID<br>Mandatory input field<br>2-character alphabetic or numeric entries will be accepted.<br>Unique Label Format Identifier.                                                                                                                                                                                         |
| (2) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | FORMS MESSAGE TO COMPUTER OPERATOR<br>Mandatory input field, at least 1 line must be entered.<br>Up to 80 characters will be accepted. Punctuation is allowed, but it is recommended that only commas and periods be used if at all.<br>Message will be displayed to the computer instructing which mailing label format to mount. |
| (3) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | LABEL WIDTH IN INCHES<br>Mandatory input field<br>1.000 - 8.000<br>Specifies the width of one column of mailing labels on the form.                                                                                                                                                                                                |
| (4) | Field Name:<br>Entry Requirement:                               | LABEL LENGTH IN INCHES<br>Mandatory input field                                                                                                                                                                                                                                                                                    |



Valid Entries: 3.000 - 11.000  
 Results: Specifies the form length for the mailing labels.

(5) Field Name: ADRS OFFSET LEFT IN INCHES  
 Entry Requirement: Mandatory input field  
 Valid Entries: Must be numeric, range is calculated = LABEL WIDTH IN INCHES - ADRS PRINT AREA WIDTH IN INCHES.  
 Results: Specifies the offset from the left side of the form to print the addresses.

(6) Field Name: ADRS PRINT AREA WIDTH INCHES  
 Entry Requirement: Mandatory input field  
 Valid Entries: Must be equal to or less than LABEL WIDTH IN INCHES.  
 Results: Specifies the width in inches for the address print area on the mailing label.

(7) Field Name: NO OF LABELS ACROSS  
 Entry Requirement: Mandatory input field  
 Valid Entries: 1 - 4.  
 Results: Specifies the number of labels in one row of form mailing labels.

(8) Field Name: CHARACTERS IN ADRS LINE  
 Entry Requirement: Mandatory input field  
 Valid Entries: 15 - 48  
 Results: Specifies the number of characters in the IN THE CLEAR MAILING ADDRESS line to print on the mailing label.

(9) Field Name: LINES PER INCH  
 Entry Requirement: Mandatory input field  
 Valid Entries: 6 or 8.  
 Results: Specifies the lines per inch (vertical size of the font) to print on the mailing labels.

(10) Field Name: CHARACTERS PER INCH  
 Entry Requirement: Mandatory input field  
 Valid Entries: 10, 12, or 15.  
 Results: Specifies the characters per inch (horizontal size of the font) to print on the mailing labels.

(11) BASELINE SYSTEM VALUES Input to ADD LABEL FORMAT (MLMLAU) Screen				
Field Name	DLSC	Coast Guard	Navy	PSMAT
LABEL FORMAT	DL	CG	NV	PS
ID FORMS MESSAGE TO COMPUTER OPERATOR	LOAD DLSC 3 ACROSS LABELS; RESPOND, GO	LOAD COAST GUARD 3 ACROSS LABELS; RESPOND, GO	LOAD NAVY 3 ACROSS LABELS; RESPOND, GO	LOAD DLSC 1 ACROSS LABELS (FOR PSMAT); RESPOND, GO
LABEL WIDTH IN INCHES	4.625	4.625	4.625	5.0
LABEL LENGTH IN INCHES	3.0	3.0	3.0	3.0
ADRS OFFSET LEFT IN INCHES	.625	.625	.625	.500
ADRS PRINT AREA WIDTH INCHES	3.700	3.700	3.700	4.0

Field Name	DLSC	Coast Guard	Navy	PSMA1
NO. OF LABELS ACROSS	3	3	3	1
CHARACTERS IN ADRS LINE	40	40	40	48
LINES PER INCH	6	6	6	8
CHARACTERS PER INCH	12	12	12	12

**NOTE:** The **Tr** Library (LBL ID = TL) uses the PSMA1 Label Format (LABEL FORMAT ID = PS).

c. **Available Function Keys.** The following unique F keys may be used from the Add Label Format screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6 Process

Transfers to the Enter Label Field Definition screen (MLMLIU).

**B.43 MLMLCU - Change Label Format.**

SCRNCD: MLMLCU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
CHANGE LABEL FORMAT

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
LABEL FORMAT ID XX

FORMS MESSAGE TO COMPUTER OPERATOR

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL WIDTH IN INCHES XXXXXX LABEL LENGTH IN INCHES XXXXXX

ADRS OFFSET LEFT IN INCHES XXXXXX ADRS PRINT AREA WIDTH INCHES XXXXXX

NO OF LABELS ACROSS X CHARACTERS IN ADRS LINE XX

LINES PER INCH XX CHARACTERS PER INCH XX

F1=HELP F2=CLEAR SCR F3=PREV MENU F4=MAIN MENU F5= F6=PROCESS  
F7= F8= F9= F10= F11= F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Change Label Format Information by changing the physical description information for the label such as size, characters in address line, etc.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLMLCU Field Entry Requirements**

- (1) Field Name: LABEL FORMAT ID  
Entry Requirement: Mandatory input field  
Valid Entries: 2-character alphabetic or numeric entries will be accepted.  
Results: Unique Label Format Identifier.
- (2) Field Name: FORMS MESSAGE TO COMPUTER OPERATOR  
Entry Requirement: Mandatory input field, at least 1 line must be entered.  
Valid Entries: Up to 80 characters will be accepted. Punctuation is allowed, but it is recommended that only commas and periods be used if at all.  
Results: Message will be displayed to the computer instructing which mailing label format to mount.
- (3) Field Name: LABEL WIDTH IN INCHES  
Entry Requirement: Mandatory input field  
Valid Entries: 1.000 - 8.000  
Results: Specifies the width of one column of mailing labels on the form.
- (4) Field Name: LABEL LENGTH IN INCHES  
Entry Requirement: Mandatory input field  
Valid Entries: 3.000 - 11.000

- Results: Specifies the form length for the mailing labels.
- (5) Field Name: ADRS OFFSET LEFT IN INCHES  
Entry Requirement: Mandatory input field  
Valid Entries: Must be numeric, range is calculated = LABEL WIDTH IN INCHES - ADRS PRINT AREA WIDTH IN INCHES.  
Results: Specifies the offset from the left side of the form to print the addresses.
- (6) Field Name: ADRS PRINT AREA WIDTH INCHES  
Entry Requirement: Mandatory input field  
Valid Entries: Must be equal to or less than LABEL WIDTH IN INCHES.  
Results: Specifies the width in inches for the address print area on the mailing label.
- (7) Field Name: NO OF LABELS ACROSS  
Entry Requirement: Mandatory input field  
Valid Entries: 1 - 4.  
Results: Specifies the number of labels in one row of form mailing labels.
- (8) Field Name: CHARACTERS IN ADRS LINE  
Entry Requirement: Mandatory input field  
Valid Entries: 15 - 48  
Results: Specifies the number of characters in the IN THE CLEAR MAILING ADDRESS line to print on the mailing label.
- (9) Field Name: LINES PER INCH  
Entry Requirement: Mandatory input field  
Valid Entries: 6 or 8.  
Results: Specifies the lines per inch (vertical size of the font) to print on the mailing labels.
- (10) Field Name: CHARACTERS PER INCH  
Entry Requirement: Mandatory input field  
Valid Entries: 10, 12, or 15.  
Results: Specifies the characters per inch (horizontal size of the font) to print on the mailing labels.

c. **Available Function Keys.** The following unique F keys may be used from the Change Label Format screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6 Process Transfers to the Change Label Field Definitions screen (MLML2U).

**B.44 MLMLDU - Delete Label Format.**

SCRNCD: MLMLDU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE LABEL FORMAT

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
LABEL FORMAT ID                   XX

FORMS MESSAGE TO COMPUTER OPERATOR

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL WIDTH IN INCHES	XXXXXX	LABEL LENGTH IN INCHES	XXXXXX
ADRS OFFSET LEFT IN INCHES	XXXXXX	ADRS PRINT AREA WIDTH INCHES	XXXXXX

NO OF LABELS ACROSS	X	CHARACTERS IN ADRS LINE	XX
LINES PER INCH	XX	CHARACTERS PER INCH	XX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=	F6=PROCESS
F7=	F8=	F9=	F10=	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Delete Label Format Information by entering the specific label format data. You will NOT be allowed to delete the default format information for active Service Entities. You will only be allowed to delete custom label formats. You will be transferred to the Delete Label Field Definitions screen when the F6 function key is pressed.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLMLDU Field Entry Requirements**

Field Name:	LABEL FORMAT ID
Entry Requirement:	Mandatory input field
Valid Entries:	Must exist on the Label Format database. It cannot be the default Label Format for a valid Service Entity.
Results:	Specified LABEL FORMAT will be deleted.

c. **Available Function Keys.** The following unique F keys may be used from the Delete Label Format screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Process	Transfers to the Delete Label Field Definitions screen (MLML3U).
----	---------	------------------------------------------------------------------

**B.45 MLPDAU - Add DLN Information.**

SCRNCD: MLPDAU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ADD DLN INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DLN XXXXXXXXXX

PRODUCT TITLE XXXXXXXXXXXXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Add DLN Product Information by entering the new DLN and Product Title. This program will perform an immediate update to the database once the F6 function key has been pressed.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLPDAU Field Entry Requirements**

- |     |                    |                                                                                                                                            |
|-----|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:        | DLN                                                                                                                                        |
|     | Entry Requirement: | Mandatory input field                                                                                                                      |
|     | Valid Entries:     | Any valid DLN not currently in use on the Product database. It must be a full 10-character field and must be either alphabetic or numeric. |
|     | Results:           | DLN will be added to the database.                                                                                                         |
| (2) | Field Name:        | PRODUCT TITLE                                                                                                                              |
|     | Entry Requirement: | Mandatory input field.                                                                                                                     |
|     | Valid Entries:     | Up to 20 characters; punctuation is allowed.                                                                                               |
|     | Results:           | Product title will be stored in the database.                                                                                              |

c. **Available Function Keys.** The following unique F keys may be used from the Add DLN Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	The DLN and the Product Title are added to the Product database.
----	--------	------------------------------------------------------------------

**B.46 MLPDCU - Change DLN Information.**

SCRNCD: MLPDCU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
CHANGE DLN INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

	FROM	TO
DLN	XXXXXXXXXXXX	XXXXXXXXXXXX
PRODUCT TITLE	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
	..... VERIFY .....	
ADDRESSES	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
NO OF COPIES	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=	F6=COMMIT
F7=	F8=	F9=	F10=	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Change a DLN or PRODUCT TITLE in the AMLS database by entering the old information and updating the record with the new information.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLPDCU Field Entry Requirements**

- |     |                    |                                                                                       |
|-----|--------------------|---------------------------------------------------------------------------------------|
| (1) | Field Name:        | DLN FROM                                                                              |
|     | Entry Requirement: | Mandatory input field                                                                 |
|     | Valid Entries:     | Any valid DLN on the Product database                                                 |
|     | Results:           | Specify DLN to be modified                                                            |
| (2) | Field Name:        | DLN TO                                                                                |
|     | Entry Requirement: | Mandatory input field, if PRODUCT TITLE TO is blank                                   |
|     | Valid Entries:     | Any valid DLN on the Product database                                                 |
|     | Results:           | DLN FROM is replaced by DLN TO on the Distribution database for all Service Entities. |
| (3) | Field Name:        | PRODUCT TITLE TO                                                                      |
|     | Entry Requirement: | Mandatory input field, if DLN TO is blank                                             |
|     | Valid Entries:     | Up to 20 characters; punctuation is allowed.                                          |
|     | Results:           | PRODUCT TITLE is replaced for the DLN FROM                                            |

c. **Available Function Keys.** The following unique F keys may be used from the Change DLN Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	If the PRODUCT TITLE TO is entered, then the Product database is changed for the specified DLN FROM. If the DLN TO is entered, then the Distribution database is changed for all Service Entities by changing all distribution entries for the DLN FROM to the DLN TO; the DLN FROM will remain on the Product database.
----	--------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**B.47 MLPDDU - Delete DLN Information.**

SCRNCD: MLPDDU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE DLN INFORMATION

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DLN PRODUCT TO DELETE XXXXXXXXXX

..... VERIFY .....

PRODUCT TITLE XXXXXXXXXXXXXXXXXXXX

ADDRESSES XXXXXXXXXXXXXXXX

TOTAL NO COPIES XXXXXXXXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Delete a DLN from the AMLS database. The program will display verification information of summary statistics for DLN distribution. If you choose to proceed with the delete, all distribution records for all Service Entities and the DLN Product Row will be removed from the database. This is an immediate update.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLPDDU Field Entry Requirements**

Field Name:	DLN PRODUCT TO DELETE
Entry Requirement:	Mandatory input field
Valid Entries:	Any valid DLN on the Product database
Results:	DLN and associated distribution information will be deleted when the F6 function key is pressed.

c. **Available Function Keys.** The following unique F keys may be used from the Delete DLN Information screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	The DLN Product is deleted form the Product database. All distribution information for the specified DLN is automatically deleted from the distribution database.
----	--------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------



**B.48 MLRADU - Run List Addresses and Distribution Report.**

SCRNCD: MLRADU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
UPDATE TAILORED REQUEST PARAMETERS

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**LIST ADDRESSES & DIST. REPORT**

**PRIORITY INDICATOR CODE X**

REQUEST ID      XXXXXXXX

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=  
F11=

F6=COMMIT  
F12=

**a. Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Enter ad hoc requests for List of Addresses and Distribution report. Produce the List of Addresses and Distribution report using the regularly scheduled batch job stream.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

**NOTE:** The Update Tailored Request Parameters screen is shared by several reports. The screen code MLTS2U is displayed. "MLRADU" is entered to jump to this screen for requesting the List Addresses and Distribution Report.

**b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLRADU Field Entry Requirements**

Field Name:  
Entry Requirement:  
Valid Entries:  
Results:

**PRIORITY INDICATOR CODE**  
Optional input field  
1 thru 4, defaults to 4 if not entered (4 = lowest priority)  
Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next off-peak processing.

**c. Available Function Keys.** The following unique F keys may be used from the Run List Addresses and Distribution screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6      Commit

The request is added to the AMLS request parameter database to be processed based on the Priority Indicator Code. The Request Identifier (7-digit number) is displayed to the screen. The Request Identifier will be displayed in the report heading.

F9      Chg Ent

Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

**B.49 MLRDLU - Run DLN List Report.**

SCRNCD: MLRDLU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
UPDATE TAILORED REQUEST PARAMETERS

DATE: XXXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**DLN LIST REPORT**

**PRIORITY INDICATOR CODE X**

**REQUEST ID      XXXXXXXX**

<b>F1=HELP</b>	<b>F2=</b>	<b>F3=PREV MENU</b>	<b>F4=MAIN MENU</b>	<b>F5=</b>	<b>F6=COMMIT</b>
<b>F7=</b>	<b>F8=</b>	<b>F9=</b>	<b>F10=</b>	<b>F11=</b>	<b>F12=</b>

**a. Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Enter ad hoc requests for DLN List Report. Produce the DLN List Report using the regularly scheduled batch job stream.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

**NOTE:** The Update Tailored Request Parameters screen is shared by several reports. The screen code MLTS2U is displayed. "MLRDLU" is entered to jump to this screen for requesting the Run DLN List Report.

**b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLRDLU Field Entry Requirements**

<b>Field Name:</b>	<b>PRIORITY INDICATOR CODE</b>
<b>Entry Requirement:</b>	Optional input field
<b>Valid Entries:</b>	1 thru 4, defaults to 4 if not entered (4 = lowest priority)
<b>Results:</b>	Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next off-peak processing.

**c. Available Function Keys.** The following unique F keys may be used from the Run DLN List Report screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<b>F6      Commit</b>	The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier (7-digit number) is displayed to the screen. The Request Identifier will be displayed in the report heading.
-----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**B.50 MLRDSU - Run DLN List Service Entity Report.**

SCRNCD: MLRDSU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
UPDATE TAILORED REQUEST PARAMETERS

DATE: XXXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**DLN LIST AND SERVICE ENTITY REPORT**

**PRIORITY INDICATOR CODE X**

REQUEST ID      XXXXXXXX

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Enter ad hoc requests for DLN List and Service Entity Report. Produce the DLN List and Service Entity Report using the regularly scheduled batch job stream.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

NOTE: The Update Tailored Request Parameters screen is shared by several reports. The screen code MLTS2U is displayed. "MLRDSU" is entered to jump to this screen for requesting the Run DLN List Service Entity Report.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLRDSU Field Entry Requirements**

Field Name:

Entry Requirement:

Valid Entries:

Results:

**PRIORITY INDICATOR CODE**

Optional input field

1 thru 4, defaults to 4 if not entered (4 = lowest priority)

Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next off-peak processing.

c. **Available Function Keys.** The following unique F keys may be used from the Run DLN List Service Ent Report screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6      Commit

The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier (7-digit number) is displayed to the screen. The Request Identifier will be displayed in the report heading.

### B.51 MLRLAU - Run List of Addresses Report.

SCRNCD: MLRLAU  
USERID: XXXXXXXXXMAILING LABEL SYSTEM  
ENTER TAILORED SELECTION CRITERIA

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

**XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**LIST OF ADDRESSES**

```

REQUEST ID XXXXXXXX      PRIORITY INDICATOR CODE X

ALL ADRS FOR ENTITY      X  XXXXXXXXXXXXXXXXXXXXXXXX  X
                           _____ OR _____

```

[illegible]

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=	F6=COMMIT
F7=	F8=	F9= CHG ENT	F10=ADD MORE	F11=	F12=

- a. Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Enter ad hoc requests for List of Addresses report. Produce the List of Addresses report using the regularly scheduled batch job stream.

- (2) **Access the Help information for on-line screens. Access the Help information for screen input fields.**

**NOTE:** The Enter Tailored Selection Criteria screen is shared by several reports. The screen code MLTSIU is displayed. "MLRLAU" is entered to jump to this screen for requesting the Run DLN List of Addresses Report.

- b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLRLAU Field Entry Requirements

- |     |                                                                                                 |                                                                                                                                                                                                                                                  |
|-----|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><b>Valid Entries:</b><br><b>Results:</b>     | <b>PRIORITY INDICATOR CODE</b><br>Optional input field<br>1 thru 4, defaults to 4 if not entered (4 = lowest priority)<br>Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next off-peak processing. |
| (2) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><b>Valid Entries:</b><br><b>Results:</b>     | <b>ALL ADRS FOR ENTITY</b><br>Optional input field; if entered, no other selection criteria is allowed.<br>Y or N<br>Specifies whether to execute the request for all Associated Addresses within the Service Entity.                            |
| (3) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><br><b>Valid Entries:</b><br><b>Results:</b> | <b>INCLUDE MA</b><br>Optional input field; applicable only to Service Entities that include Master Addresses.<br><br>Y or N<br>Specifies whether to include or exclude Master Addresses.                                                         |
| (4) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><b>Valid Entries:</b><br><b>Results:</b>     | <b>DLN</b><br>Optional input field<br>Any existing DLN<br>Specifies to select Associated Addresses that receive distribution of the DLN.                                                                                                         |

- |      |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (5)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | DLN QTY<br>Optional input field<br>1 - 999999<br>Specifies to select Associated Addresses that receive distribution of the specified DLN Quantity (Total DLN Product Per Address).                                                                                                                                                                                                                       |
| (6)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | SPECIFIC AA<br>Optional input field<br>Any existing AA or MA Code<br>Specifies to select a specific AA or MA Code.                                                                                                                                                                                                                                                                                       |
| (7)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | MLNG PIC<br>Optional input field<br>A - Z; 0 - 9<br>Specifies to select Associated Addresses with the specified Mailing Priority Indicator Code.                                                                                                                                                                                                                                                         |
| (8)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | STATE ABBREV<br>Optional input field<br>Valid US postal abbreviation for US possessions and states.<br>Specifies to select all addresses that contains the specified state abbreviation in the last line of the address.                                                                                                                                                                                 |
| (9)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | ZIP CODE<br>Optional input field<br>1 - 10 characters; alphabetic and/or numeric.<br>Specifies to select all addresses that contain the specified character string in the ZIP CODE.                                                                                                                                                                                                                      |
| (10) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br><br>Results: | SEARCH TEXT<br>Optional input field<br>Any text string up to 40 characters long; upper and lower case alphabetic characters are allowed.<br>Specifies to select all addresses that contains the specified search text in the IN THE CLEAR MAILING ADDRESS. Lower case alphabetic characters are not converted to upper case; therefore, a search for BALTIMORE and Baltimore must be entered separately. |

c. **Available Function Keys.** The following unique F keys may be used from the Run List of Addresses Report screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

- |     |          |                                                                                                                                                                                                                                                                                                                                                 |
|-----|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F6  | Commit   | The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier is displayed to the screen. The Request Identifier will be displayed in the report heading.                                                                                                            |
| F9  | Chg Ent  | Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.                                                                                                                   |
| F10 | Add More | The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier is displayed to the screen. The Request Identifier will be displayed in the report heading. The screen is readied for additional extract parameters to be included in the same Request Identifier set. |

## B.52 MLRPCU - Run PC Download Extract.

SCRNCD: MLRPCU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ENTER TAILORED SELECTION CRITERIA

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
PC DOWNLOAD EXTRACT

REQUEST ID XXXXXXXX	PRIORITY INDICATOR CODE X
ALL ADRS FOR ENTITY	X XXXXXXXXXXXXXXXXXXXX X ----- OR -----
DLN	XXXXXXXXXX
DLN QTY	XXXXXXX
SPECIFIC AA	XXXXXXX
MLNG PIC	X
STATE ABBREV	XX
ZIP CODE	XXXXXXXXXX
SEARCH TEXT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=	F6=COMMIT
F7=	F8=	F9= CHG ENT	F10=ADD MORE	F11=	F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Make ad hoc requests for PC Download of Addresses. Produce the PC Download of Addresses extract file using the regularly scheduled batch job stream.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

NOTE: The Enter Tailored Selection Criteria screen is shared by several reports. The screen code MLTSIU is displayed. "MLRPCU" is entered to jump to this screen for requesting the Run PC Download Extract.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLRPCU Field Entry Requirements

- |     |                    |                                                                                                                                   |
|-----|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:        | PRIORITY INDICATOR CODE                                                                                                           |
|     | Entry Requirement: | Optional input field                                                                                                              |
|     | Valid Entries:     | 1 thru 4, defaults to 4 if not entered (4 = lowest priority)                                                                      |
|     | Results:           | Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next offpeak processing.             |
| (2) | Field Name:        | ALL ADRS FOR ENTITY                                                                                                               |
|     | Entry Requirement: | Optional input field; if entered, no other selection criteria is allowed.                                                         |
|     | Valid Entries:     | Y or N                                                                                                                            |
|     | Results:           | Specifies whether to execute the request for all Associated Addresses within the Service Entity.                                  |
| (3) | Field Name:        | INCLUDE MA                                                                                                                        |
|     | Entry Requirement: | Optional input field; applicable only to Service Entities that include Master Addresses.                                          |
|     | Valid Entries:     | Y or N                                                                                                                            |
|     | Results:           | Specifies whether to include or exclude Master Addresses.                                                                         |
| (4) | Field Name:        | DLN                                                                                                                               |
|     | Entry Requirement: | Optional input field                                                                                                              |
|     | Valid Entries:     | Any existing DLN                                                                                                                  |
|     | Results:           | Specifies to select Associated Addresses that receive distribution of the DLN.                                                    |
| (5) | Field Name:        | DLN QTY                                                                                                                           |
|     | Entry Requirement: | Optional input field                                                                                                              |
|     | Valid Entries:     | 1 - 999999                                                                                                                        |
|     | Results:           | Specifies to select Associated Addresses that receive distribution of the specified DLN Quantity (Total DLN Product Per Address). |

- |      |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (6)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | SPECIFIC AA<br>Optional input field<br>Any existing AA or MA Code<br>Specifies to select a specific AA or MA Code.                                                                                                                                                                                                                                                                                       |
| (7)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | MLNG PIC<br>Optional input field<br>A - Z; 0 - 9<br>Specifies to select Associated Addresses with the specified Mailing Priority Indicator Code.                                                                                                                                                                                                                                                         |
| (8)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | STATE ABBREV<br>Optional input field<br>Valid US postal abbreviation for US possessions and states.<br>Specifies to select all addresses that contains the specified state abbreviation in the last line of the address.                                                                                                                                                                                 |
| (9)  | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | ZIP CODE<br>Optional input field<br>1 - 10 characters; alphabetic and/or numeric.<br>Specifies to select all addresses that contain the specified character string in the ZIP CODE.                                                                                                                                                                                                                      |
| (10) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br><br>Results: | SEARCH TEXT<br>Optional input field<br>Any text string up to 40 characters long; upper and lower case alphabetic characters are allowed.<br>Specifies to select all addresses that contains the specified search text in the IN THE CLEAR MAILING ADDRESS. Lower case alphabetic characters are not converted to upper case; therefore, a search for BALTIMORE and Baltimore must be entered separately. |

c. **Available Function Keys.** The following unique F keys may be used from the Run PC Download Extract screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

- |     |          |                                                                                                                                                                                                                                                                                                                                                 |
|-----|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F6  | Commit   | The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier is displayed to the screen. The Request Identifier will be displayed in the report heading.                                                                                                            |
| F9  | Chg Ent  | Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.                                                                                                                   |
| F10 | Add More | The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier is displayed to the screen. The Request Identifier will be displayed in the report heading. The screen is readied for additional extract parameters to be included in the same Request Identifier set. |

### B.53 MLRPTM - AMLS Report Request Menu.

SCRNCD: MLRPTM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS REPORT REQUEST MENU

DATE: XXXXXXXX  
TIME: XXXXXXXX

- |                                  |            |
|----------------------------------|------------|
| _ DISPLAY STATUS OF REQUEST      | ( MLRQSI ) |
| _ DLN LIST                       | ( MLRDLU ) |
| _ DLN LIST WITH SERVICE ENTITIES | ( MLRDSU ) |
| _ LIST OF ADDRESSES              | ( MLRLAU ) |
| _ LIST ADDRESS AND DISTRIBUTION  | ( MLRADU ) |
| _ ENTER TAILORED REPORT FIELDS   | ( MLTRPU ) |
| _ PC DOWNLOAD EXTRACT            | ( MLRPCU ) |

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Report Request Menu option from the AMLS Main Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCDC shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

#### MLRPTM Field Entry Requirements

- |     |                    |                                                                                        |
|-----|--------------------|----------------------------------------------------------------------------------------|
| (1) | Field Name:        | DISPLAY STATUS OF REQUEST                                                              |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DISPLAY STATUS OF REQUEST (MLRQSI).                                   |
| (2) | Field Name:        | DLN LIST                                                                               |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DLN LIST (MLRDLU).                                                    |
| (3) | Field Name:        | DLN LIST WITH SERVICE ENTITIES                                                         |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the DLN LIST WITH SERVICE ENTITIES (MLRDSU).                              |
| (4) | Field Name:        | LIST OF ADDRESSES                                                                      |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the LIST OF ADDRESSES (MLRLAU).                                           |
| (5) | Field Name:        | LIST ADDRESS AND DISTRIBUTION                                                          |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the LIST ADDRESS AND DISTRIBUTION (MLRADU).                               |
| (6) | Field Name:        | ENTER TAILORED REPORT FIELDS                                                           |
|     | Entry Requirement: | Press the tab key to position the cursor next to the desired selection. Press <ENTER>. |
|     | Results:           | Transfers to the ENTER TAILORED REPORT FIELDS (MLTRPU).                                |
| (7) | Field Name:        | PC DOWNLOAD EXTRACT                                                                    |



**Entry Requirement:** Press the tab key to position the cursor next to the desired selection. Press <ENTER>.

**Results:** Transfers to the PC DOWNLOAD EXTRACT (MLRPCU).

- c. **Available Function Keys.** There are no unique function keys available from this screen.

# **B.54 MLRQDU - Delete Request Parameter.**

SCRNCD: MLRQDU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE REQUEST PARAMETER

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

REQUEST ID                      XXXXXXXX

——— VERIFY ———

DATE SUBMITTED                XXXXXXXXXX

TIME SUBMITTED                XXXXXX

SOURCE                        XX

USERID                        XXXXXXXX

PRI IND CODE                X

PARAMETER INFO               XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Delete Request Parameter by entering the Request Identifier. The program will flag the set of request parameters on the database as being deleted. The RACF User-ID is retained on the database as an audit trail for the purpose of inquiring the status of a request. The requests are physically deleted on a cyclical basis (after 30 days) by batch processing.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## **MLRQDU Field Entry Requirements**

Field Name:	REQUEST ID
Entry Requirement:	Mandatory input field
Valid Entries:	Any existing Request Identifier that has not been processed.
Results:	Request Parameter will be deleted during next batch process.

c. **Available Function Keys.** The following unique F keys may be used from the Delete Request Parameter screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6    Commit	Updates the Request Identifier information on the AMLS Request Parameter database with the USERID. Processing of the request is prevented.
--------------	--------------------------------------------------------------------------------------------------------------------------------------------

### B.55 MLRQ11 - Display Status of Requests.

SCRNCD: MLRQII  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY STATUS OF REQUESTS

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

[illegible]

F1=HELP      F2=CLEAR SCR      F3=PREV MENU      F4=MAIN MENU      F5=PREV SCR      F6=  
F7=PAGE UP      F8=PAGE DOWN      F9=      F10=      F11=      F12=

- a. Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Display the status of Label and Report requests.
- (2) Access the help information for on-line screens. Access the help information for screen input fields.
- (3) Display the source of the request. Sources for the request values that may be displayed are as follows:

<b>DT</b>	<b>DR/TM Single Label Request</b>
<b>LT</b>	<b>Tailored Labels</b>
<b>PC</b>	<b>PC Download Request</b>
<b>RS</b>	<b>Standard Report Request (DLN List Report, DLN List and Service Entity Report, or List Address and Distribution Report)</b>
<b>RT</b>	<b>Tailored Report</b>
<b>RX</b>	<b>List of Addresses Report</b>
<b>SA</b>	<b>Single Address Label</b>

- b. Field Entry Requirements.** Entries for this screen are covered by Section B.55.c, Available F Keys.

- c. Available Function Keys.** The following unique F keys may be used from the Display Status of Requests screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<b>F2</b>	<b>Clear Scr</b>	Transfers to the previously viewed Enter Parameters to Display Request Status screen (MLRQSI) which is cleared for the next entry of information.
<b>F5</b>	<b>Prev Scr</b>	Transfers to the previously viewed screen.
<b>F7</b>	<b>Page Up</b>	Displays the prior page of the current file being viewed.
<b>F8</b>	<b>Page Down</b>	Displays the next page of the current file being viewed.

# **B.56 MLRQSI - Enter Parameters to Display Request Status.**

SCRNCD: MLRQSI  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ENTER PARAMETERS TO DISPLAY REQUEST STATUS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DATE FROM XXXXXX

DATE TO XXXXXX

—— OR ——

REQUEST ID XXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Display the status of Label and Report requests by entering a specific Request Identifier or date range for the Date Submitted field.

(2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## **MLRQSI Field Entry Requirements**

- |     |                                                                                                                                                                                                                                                                                                            |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name: DATE FROM<br>Entry Requirement: Optional input field; mandatory if REQUEST ID is not entered.<br>Valid Entries: Valid 5-digit Julian Date.<br>Results: Specifies the beginning date for which request parameters information is displayed.                                                     |
| (2) | Field Name: DATE TO<br>Entry Requirement: Optional input field<br>Valid Entries: Valid 5-digit Julian Date if entered.<br>Results: Specifies the ending date for which request parameters information is displayed. If DATE FROM is entered and DATE TO is not entered, DATE TO defaults to the DATE FROM. |
| (3) | Field Name: REQUEST ID<br>Entry Requirement: Optional input field; mandatory if DATE FROM not entered.<br>Valid Entries: Existing Request Identifier<br>Results: Specifies a specific Request Identifier to display the status for.                                                                        |

c. **Available Function Keys.** The following unique F keys may be used from the Enter Parameters to Display Request Status screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

<ENTER>

Transfers to the Display Status of Requests screen (MLR111) if either a valid date range or a valid Request Identifier was entered.



# **B.58 MSLBUB - Enter Request for Standard Labels.**

SCRNCD: MSLBUB  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ENTER REQUEST FOR STANDARD LABELS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
LABEL CONTROL NUMBER XXXXX PRIORITY INDICATOR CD X

DLN	LBL-ID	L/H/B	SETS	LBL-ID	L/H/B	SETS	LBL-ID	L/H/B	SETS
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX
XXXXXXXXXX	XX	X	XX	XX	X	XX	XX	X	XX

F1=HELP F2=CLEAR SCR F3=PREV MENU F4=MAIN MENU F5=F11= F6=COMMIT  
F7=PAGE UP F8=PAGE DOWN F9=F10=F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Enter Request for Standard Labels by entering the DLN, Service Entity, number of label sets, form type, and specifying which label sets are desired. The program assigns a Request Identifier and updates the AMLS Request Parameter table.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## **MSLBUB Field Entry Requirements**

- (1) **Field Name:** LABEL CONTROL NUMBER  
**Entry Requirement:** Mandatory input field  
**Valid Entries:** 5-digit number  
**Results:** After entering the Label Control Number and pressing Enter, if the Label Control Number does not exist on the AMLS Request Parameter database, this screen starts a new set of requests for Standard Labels. If the LABEL CONTROL NUMBER does exist, the screen will display the requests already on file and will allow new requests to be entered.
- (2) **Field Name:** PRIORITY INDICATOR CODE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1 thru 4, defaults to 4 if not entered (4 = lowest priority)  
**Results:** Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next offpeak processing. NOTE: The maximum number of three-across labels that the label printer can process is 1400 per hour; however, that number will be less depending on the number of label stock changes and the operational time required to change the label stock. Submission of label requests to execute during peak hours (Priority Indicator Code = 1 or 2) should be limited.
- (3) **Field Name:** DLN  
**Entry Requirement:** Mandatory input field, at least one group must be entered  
**Valid Entries:** Any existing DLN that has distribution information within the LBL ID (Service Entity).  
**Results:** Specifies the DLN for which mailing labels are to be produced.

- |     |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (4) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | <b>LBL-ID</b><br>Mandatory input field, at least one group must be entered<br>Valid Service Entity that has distribution information for the DLN specified.<br>Specifies the Label Identifier (Service Entity) for which mailing labels are to be produced. The Label format will be set to default to the same value as the LBL ID.                                            |
| (5) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | <b>L/H/B</b><br>Mandatory input field, at least one group must be entered<br>L=Label forms; H=Hardcopy; B=Both.<br>Specifies the form type on which the mailing labels will be printed. L = Pre-printed mailing label forms (1 - 10 copies may be requested); H = Hardcopy of the mailing labels from the System Printer (only one set of hardcopy may be requested); B = Both. |
| (6) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | <b>SETS</b><br>Mandatory input field, at least one group must be entered<br>1 - 10 for label forms; 1 for hardcopy.<br>Specifies the number of sets of mailing labels on pre-printed mailing label forms. Only one set of labels on hardcopy may be requested.                                                                                                                  |

c. **Available Function Keys.** The following unique F keys may be used from the Enter Request for Standard Labels screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

- |    |           |                                                                                                                   |
|----|-----------|-------------------------------------------------------------------------------------------------------------------|
| F6 | Commit    | The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. |
| F7 | Page Up   | Displays the prior page of the current file being viewed.                                                         |
| F8 | Page Down | Displays the next page of the current file being viewed.                                                          |

### B.59 MSLDU - Delete Request for Standard Labels.

SCRNCD: MSLSDU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DELETE REQUEST FOR STANDARD LABELS

DATE: XXXXXXXXXX  
TIME: XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 LABEL CONTROL NUMBER XXXXX

## TAG REQUESTS TO DELETE

[illegible]

F1=HELP      F2=CLEAR SCR      F3=PREV MENU      F4=MAIN MENU      F5=      F6=COMMIT  
F7=PAGE UP      F8=PAGE DOWN      F9=      F10=      F11=      F12=

- a. Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Delete unprocessed requests for Standard Labels. The RACF User-ID is retained as an audit trail for the purpose of inquiring the status of a request.

- (2) **Access the Help information for on-line screens. Access the Help information for screen input fields.**

**b. Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

## MLSLDU Field Entry Requirements

- |     |                                                                                             |                                                                                                                                                                                                                                            |
|-----|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><b>Valid Entries:</b><br><b>Results:</b> | <b>LABEL CONTROL NUMBER</b><br>Mandatory input field<br>Existing Label Control Number on the AMLS Request Parameter database.<br>The standard label request information is displayed on the screen for the specified Label Control Number. |
| (2) | <b>Field Name:</b><br><b>Entry Requirement:</b><br><b>Valid Entries:</b><br><b>Results:</b> | <b>TAG</b><br>Optional input field<br>Any non-blank character                                                                                                                                                                              |

**c. Available Function Keys.** The following unique F keys may be used from the Delete Request for Standard Labels screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Commit	Updates the Label Control Number information on the AMLS Request Parameter database with the deleting person's USERID. Processing of the DLN request by LBL ID is prevented.
----	--------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>F7</b>	<b>Page Up</b>	Displays the prior page of the current file being viewed.
-----------	----------------	-----------------------------------------------------------

<b>F8</b>	<b>Page Down</b>	<b>Displays the next page of the current file being viewed.</b>
-----------	------------------	-----------------------------------------------------------------



**B.60 MLTLBU - Enter Request for Tailored Labels.**

SCRNCD: MLTLBU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ENTER REQUEST FOR TAILORED LABELS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LABEL FORMAT ID	XX
NUMBER OF LABEL SETS	XX
L/H/B FORMS TYPE	X
PRIORITY INDICATOR CODE	X

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=

F5=  
F11=

F6=PROCESS  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Make ad hoc requests for Tailored Label sets. Make ad hoc requests for Tailored Label sets for the Tape Library. Produce the mailing labels on label stock and/or on hardcopy using the regularly scheduled batch job stream.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLTLBU Field Entry Requirements**

- |     |                                                                 |                                                                                                                                                                                                                                                                                                                                                 |
|-----|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | LABEL FORMAT ID<br>Mandatory input field<br>Any existing Label Format on the database.<br>Specifies the Label Format/Field Definitions for the pre-printed mailing label forms.                                                                                                                                                                 |
| (2) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | NO OF LABEL SETS<br>Mandatory input field<br>1 - 10 for label forms; 1 for hardcopy.<br>Specifies the number of sets of mailing labels on pre-printed mailing label forms; only one set of hardcopy labels may be requested.                                                                                                                    |
| (3) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | L/H/B FORMS TYPE<br>Mandatory input field<br>L=Label forms; H=Hardcopy; B=Both.<br>Specifies the form type on which the mailing labels will be printed. L = Pre-printed mailing label forms (1 - 10 copies may be requested); H = Hardcopy of the mailing labels from the System Printer (only one set of hardcopy may be requested); B = Both. |
| (4) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results: | PRIORITY INDICATOR CODE<br>Optional input field<br>1 thru 4, defaults to 4 if not entered (4 = lowest priority)<br>Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next off-peak processing.                                                                                                       |

c. **Available Function Keys.** The following unique F keys may be used from the Enter Request for Tailored Labels screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6 Process  
F9 Chg Ent

Transfers to the Enter Tailored Selection Criteria screen (MLTSIU).

Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.

### B.61 MLTR11 - Display Tailored Report Mockup.

SCRNCD: MLTR11  
 USERID: XXXXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY TAILORED REPORT MOCKUP

DATE: XXXXXXXXXX  
TIME XXXXXXXXXX

[illegible]

-----COLUMN X-----

[illegible]

F1=HELP  
F7=PAGE UP

F2= CLEAR SCR  
F8= PAGE DOWN

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

```
F5=PREV SCR
F11=
```

F6=  
F12=

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:
  - (1) View a mock up of the report before submitting the request.
  - (2) Access the Help information for on-line screens. Access the Help information for screen input fields.
- b. **Field Entry Requirements.** Entries for this screen are covered by Section B.61.c, Available F Keys.
- c. **Available Function Keys.** The following unique F keys may be used from the Display Tailored Report Mockup screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F5	Prev Scr	Transfers to the previously viewed Enter Tailored Report Field Definitions (MLTRPU) screen.
F7	Page Up	Displays the prior page of the current file being viewed.
F8	Page Down	Displays the next page of the current file being viewed.

**B.62 MLTRPU - Enter Tailored Report Field Definitions.**SCRNCD: MLTRPU  
USERID: XXXXXXXXMAILING LABEL SYSTEM  
ENTER TAILORED REPORT FIELD DEFINITIONSDATE: XXXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TITLE LINE 1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
TITLE LINE 2 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

	ROW -	COL		ROW -	COL
MA: AA	XX	X	LBL ID	XX	X
MLNG PIC	XX	X	IN THE CLEAR ADRS LINE 1	XX	X
IN THE CLEAR ADRS LINE 2	XX	X	IN THE CLEAR ADRS LINE 3	XX	X
IN THE CLEAR ADRS LINE 4	XX	X	IN THE CLEAR ADRS LINE 5	XX	X
IN THE CLEAR ADRS LINE 6	XX	X	IN THE CLEAR ADRS LINE 7	XX	X
IN THE CLEAR ADRS LINE 8	XX	X	ZIP CODE	XX	X

DLN	X	DLN TITLE X	INCLUDE (Y OR N)	DLN QUANTITY	X
F1=HELP		F2=CLEAR SCR		F3=PREV MENU	
F7=		F8=		F4=MAIN MENU	
				F5=	
				F10=MOCKUP	
				F6=PROCESS	
				F11=	
				F12=	

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Enter custom field definitions for the report.
- (2) Access the Help information for on-line screens. Access the Help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLTRPU Field Entry Requirements**

- (1) **Field Name:** Title Line 1  
**Entry Requirement:** Mandatory input field  
**Valid Entries:** Any user-defined text; punctuation is allowed; up to 60 characters long.  
**Results:** Text will appear as the first line of the report title on the Tailored Report.
- (2) **Field Name:** Title Line 2  
**Entry Requirement:** Optional input field  
**Valid Entries:** Any user-defined text; punctuation is allowed; up to 60 characters long.  
**Results:** Text will appear as the second line of the report title on the Tailored Report.
- (3) **Field Name:** MA/AA ROW  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1 - 12. They must be numeric.  
**Results:** Specifies the relative row on which the MA/AA Code will be printed on the tailored report.
- (4) **Field Name:** MA/AA COL  
**Entry Requirement:** Optional input field; Mandatory if MA/AA ROW entered.  
**Valid Entries:** 1 - 3; MA/AA ROW & COL cannot overlap with any ADRS LINE ROW/ COLs.  
**Results:** Specifies the relative column in which the MA/AA Code will be printed on the tailored report.
- (5) **Field Name:** LBL ID ROW  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1 - 12. They must be numeric.  
**Results:** Specifies the relative row number on which the Label Identifier is printed.
- (6) **Field Name:** LBL ID COL  
**Entry Requirement:** Optional input field; mandatory if LBL ID ROW entered.

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- |      |                    |                                                                                                              |
|------|--------------------|--------------------------------------------------------------------------------------------------------------|
|      | Valid Entries:     | 1 - 3.                                                                                                       |
|      | Results:           | Specifies the relative column in which the MA/AA Code will be printed on the tailored report.                |
| (7)  | Field Name:        | MLNG PIC ROW                                                                                                 |
|      | Entry Requirement: | Optional input field                                                                                         |
|      | Valid Entries:     | 1 - 12. They must be numeric.                                                                                |
|      | Results:           | Specifies the relative row on which the MA/AA Code will be printed on the tailored report.                   |
| (8)  | Field Name:        | MLNG PIC COL                                                                                                 |
|      | Entry Requirement: | Optional input field; mandatory if MLNG PIC ROW is entered.                                                  |
|      | Valid Entries:     | 1 - 3; MLNG PIC ROW & COL cannot overlap with any ADRS LINE ROW/ COLs.                                       |
|      | Results:           | Specifies the relative column in which the MA/AA Code will be printed on the tailored report.                |
| (9)  | Field Name:        | IN THE CLEAR ADRS LINE 1 - 8 ROW                                                                             |
|      | Entry Requirement: | Optional input field, at least one must be entered                                                           |
|      | Valid Entries:     | 1 - 12. They must be numeric.                                                                                |
|      | Results:           | Specifies the relative row on which the IN THE CLEAR ADRS code will be printed on the tailored report.       |
| (10) | Field Name:        | IN THE CLEAR ADRS LINE 1 - 8 COL                                                                             |
|      | Entry Requirement: | Optional input field, at least one must be entered                                                           |
|      | Valid Entries:     | 1 - 3; one IN THE CLEAR ADRS LINE ROW & COL cannot overlap another ROW & COL.                                |
|      | Results:           | Specifies the relative column in which the IN THE CLEAR ADRS will be printed on the tailored report.         |
| (11) | Field Name:        | ZIP CODE ROW                                                                                                 |
|      | Entry Requirement: | Optional input field, at least one must be entered.                                                          |
|      | Valid Entries:     | 1 - 12.                                                                                                      |
|      | Results:           | Specifies the relative row that the ZIP CODE will be printed on the tailored report.                         |
| (12) | Field Name:        | ZIP CODE SEQ                                                                                                 |
|      | Entry Requirement: | Optional input field, at least one must be entered.                                                          |
|      | Valid Entries:     | 1 - 3                                                                                                        |
|      | Results:           | Specifies the relative row that the ZIP CODE SEQ will be printed on the tailored report.                     |
| (13) | Field Name:        | INCLUDE DLN                                                                                                  |
|      | Entry Requirement: | Mandatory input field                                                                                        |
|      | Valid Entries:     | Y or N                                                                                                       |
|      | Results:           | Specifies whether to include or to exclude the DLN from the distribution information on the tailored report. |
| (14) | Field Name:        | INCLUDE DLN TITLE                                                                                            |
|      | Entry Requirement: | Mandatory input field                                                                                        |
|      | Valid Entries:     | Y or N                                                                                                       |
|      | Results:           | Specifies whether to include or to exclude the DLN Product Title from the tailored report.                   |
| (15) | Field Name:        | INCLUDE DLN QUANTITY                                                                                         |
|      | Entry Requirement: | Mandatory input field                                                                                        |

Valid Entries:  
Results:

Y or N  
Specifies whether to include or to exclude the Total DLN Product Per  
Address from the tailored report.

c. **Available Function Keys.** The following unique F keys may be used from the Enter Tailored Report Field Definitions screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F6	Process	Transfers to the Enter Tailored Selection Criteria screen (MLTSIU).
F10	Mockup	Transfers to the Display Tailored Report Mockup screen (MLTR11).

**B.63 MLTS1U - Enter Tailored Selection Criteria for Tailored Label Request.**

SCRNCD: MLTS1U  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ENTER TAILORED SELECTION CRITERIA

DATE XXXXXXXX  
TIME XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TAILORED LABELS

REQUEST ID XXXXXXXX

PRIORITY INDICATOR CODE X

ALL ADRS FOR ENTITY

X XXXXXXXXXXXXXXXXXXXXXXXX X

OR

DLN  
DLN QTY  
SPECIFIC AA  
MLNG PIC  
STATE ABBREV  
ZIP CODE  
SEARCH TEXT

XXXXXXXXXXXX  
XXXXXXX  
XXXXXXX  
X  
XX  
XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

F1=HELP  
F7=

F2=CLEAR SCR  
F8=

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=ADD MORE

F5=  
F11=

F6=COMMIT  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

(1) Enter ad hoc selection criteria for Tailored Label Request. Produce the Tailored Label Request using the regularly scheduled batch job stream.

(2) Access the Help information for on-line screens. Access the Help information for screen input fields.

NOTE: The Update Tailored Request Parameters screen is shared by several reports. The screen code MLTS1U is displayed. "MLTS1U" is entered to jump to this screen for requesting Tailored Labels.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLTS1U Field Entry Requirements**

- |     |                                                                     |                                                                                                                                                                                                                                           |
|-----|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | PRIORITY INDICATOR CODE<br>Optional input field<br>1 thru 4, defaults to 4 if not entered (4 = lowest priority)<br>Specifies the processing priority for the report request. 1 or 2 = next processing; 3 or 4 = next off-peak processing. |
| (2) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | ALL ADRS FOR ENTITY<br>Optional input field; if entered, no other selection criteria is allowed.<br>Y or N<br>Specifies whether to execute the request for all Associated Addresses within the Service Entity.                            |
| (3) | Field Name:<br>Entry Requirement:<br><br>Valid Entries:<br>Results: | INCLUDE MA<br>Optional input field; applicable only to Service Entities that include Master Addresses.<br>Y or N<br>Specifies whether to include or exclude Master Addresses.                                                             |
| (4) | Field Name:<br>Entry Requirement:<br>Valid Entries:<br>Results:     | DLN<br>Optional input field<br>Any existing DLN<br>Specifies to select Associated Addresses that receive distribution of the DLN.                                                                                                         |
| (5) | Field Name:<br>Entry Requirement:<br>Valid Entries:                 | DLN QTY<br>Optional input field<br>1 - 999999                                                                                                                                                                                             |

- Results:** Specifies to select Associated Addresses that receive distribution of the specified DLN Quantity (Total DLN Product Per Address).
- (6) **Field Name:** SPECIFIC AA  
**Entry Requirement:** Optional input field  
**Valid Entries:** Any existing AA or MA Code  
**Results:** Specifies to select a specific AA or MA Code.
- (7) **Field Name:** MLNG PIC  
**Entry Requirement:** Optional input field  
**Valid Entries:** A - Z; 0 - 9  
**Results:** Specifies to select Associated Addresses with the specified Mailing Priority Indicator Code.
- (8) **Field Name:** STATE ABBREV  
**Entry Requirement:** Optional input field  
**Valid Entries:** Valid US postal abbreviation for US possessions and states.  
**Results:** Specifies to select all addresses that contains the specified state abbreviation in the last line of the address.
- (9) **Field Name:** ZIP CODE  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1 - 10 characters; alphabetic and/or numeric.  
**Results:** Specifies to select all addresses that contain the specified character string in the ZIP CODE.
- (10) **Field Name:** SEARCH TEXT  
**Entry Requirement:** Optional input field  
**Valid Entries:** Any text string up to 40 characters long; upper and lower case alphabetic characters are allowed.  
**Results:** Specifies to select all addresses that contains the specified search text in the IN THE CLEAR MAILING ADDRESS. Lower case alphabetic characters are not converted to upper case; therefore, a search for BALTIMORE and Baltimore must be entered separately.

c. **Available Function Keys.** The following unique F keys may be used from the Enter Tailored Selection Criteria for Tailored Label screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

- F6    **Commit**                      The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier is displayed to the screen. The Request Identifier will be displayed in the report heading.
- F9    **Chg Ent**                      Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Only one Service Entity is allowed at one time for this screen.
- F10   **Add More**                    The request is added to the AMLS Request Parameter database to be processed based on the Priority Indicator Code. The Request Identifier is displayed to the screen. the Request Identifier will be displayed in the report heading. The screen is readied for additional extract parameters to be included in the same Request Identifier set.



## B.64 MLTSRI - Display Address by Text Search.

SCRNCD: MLTSRI  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
DISPLAY ADDRESS BY TEXT SEARCH

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SEARCH TEXT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX

NO OF ADDRESSES FOUND XXXXXXXXXX

F1=HELP  
F7=PAGE UP

F2=CLEAR SCR  
F8=PAGE DOWN

F3=PREV MENU  
F9= CHG ENT

F4=MAIN MENU  
F10=VIEW LBL

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This screen has the ability to perform/support the following functions:

- (1) Perform a search by text string (up to 40 characters) for all addresses, including Master Addresses, that contain the specified text string.
- (2) Access the help information for on-line screens. Access the help information for screen input fields.

b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

### MLTSRI Field Entry Requirements

Field Name:	SEARCH TEXT
Entry Requirement:	Mandatory input field
Valid Entries:	Any string up to 40 characters in length. Upper/lower case alphabetic characters, and punctuation are allowed.
Results:	Displays addresses containing text matching search text. Lower case alphabetic characters are not converted to upper case; therefore, a search for 'BALTIMORE' and 'Baltimore' must be entered separately.

c. **Available Function Keys.** The following unique F keys may be used from the Display Address by Text Search screen. All standardized DLSC Modernized System function keys are available. Refer to Section 18.3.2.e of this document.

F7	Page Up	Displays the prior page of the current file being viewed.
F8	Page Down	Displays the next page of the current file being viewed.
F9	Chg Ent	Transfers to the Select Service Entity screen (MLSENU). Available only after special access has been granted by the security administrator for your facility. Up to 10 Service Entities are allowed at one time by this screen.
F10	View LBL	Transfers to the Display Address in Label Format screen (MLDLBI).

## B.65 MLUPDM - AMLS Update Menu.

SCRNCD: MLUPDM  
USERID: XXXXXXXX

LOGISTICS ONLINE REMOTE NETWORK  
AMLS UPDATE MENU

DATE: XXXXXXXXXX  
TIME: XXXXXXXX

- 
- \_ AMLS UPDATE MASTER ADRS MENU (MLMAXM)
  - \_ AMLS UPDATE ASSOCIATED ADRS MENU (MLAAXM)
  - \_ AMLS UPDATE DISTRIBUTION MENU (MLDISM)
  - \_ AMLS GLOBAL CHANGE MENU (MLGLBM)

POSITION CURSOR TO SELECTION AND PRESS ENTER

F1=HELP  
F7=

F2=  
F8=

F3=PREV MENU  
F9=

F4=MAIN MENU  
F10=

F5=  
F11=

F6=  
F12=

a. **Screen Explanation.** This menu is displayed after the end-user selects the AMLS Update Menu option from the AMLS Main Menu.

NOTE: Depending on the End-User's authorization code, the screen mnemonic may be 'MAIN' instead of the six-letter SCRNCN shown when the user presses PF4.

b. **Field Entry Requirements.** Press the tab key to position the cursor next to the desired entry. Press <ENTER>.

### MLUPDM Field Entry Requirements

- (1) Field Name: AMLS UPDATE MASTER ADRS MENU  
Entry Requirement: Press the tab key to position the cursor next to the desired selection. Press <ENTER>.  
Results: Transfers to the AMLS UPDATE MASTER ADRS MENU (MLMAXM).
- (2) Field Name: AMLS UPDATE ASSOCIATED ADRS MENU  
Entry Requirement: Press the tab key to position the cursor next to the desired selection. Press <ENTER>.  
Results: Transfers to the AMLS UPDATE ASSOCIATED ADRS MENU (MLAAXM).
- (3) Field Name: AMLS UPDATE DISTRIBUTION MENU  
Entry Requirement: Press the tab key to position the cursor next to the desired selection. Press <ENTER>.  
Results: Transfers to the AMLS UPDATE DISTRIBUTION MENU (MLDISM).
- (4) Field Name: AMLS GLOBAL CHANGE MENU  
Entry Requirement: Press the tab key to position the cursor next to the desired selection. Press <ENTER>.  
Results: Transfers to the AMLS GLOBAL CHANGE MENU (MLGLBM).

c. **Available Function Keys.** There are no unique function keys available from this screen.

## APPENDIX C AMLS INFORMATIONAL MESSAGES

**Federal** Logistics Information System (**FLIS**) Informational Messages reside in Table **APPLIC\_MESSAGE\_DAT** within the Production Database. This table will support all applications. It will be maintained and updated only by individuals with the proper authorization.

This appendix details informational messages, identified by a unique four-digit number (ID No.). The description or message text provides information as to the nature of an error or failure and any action to be taken. Also furnished is information regarding the source of the message (i.e., why the message has appeared) and any corrective action to be taken by the user.

1.       **Message ID No. and Description:** 1001 AA HAS BEEN ADDED SINCE VERIFICATION WAS PERFORMED  
          **Source:** Another user has added an Associated Address using the same AA Code as the AA Code in process.  
          **Corrective Action:** Assign and enter a new AA Code.
2.       **Message ID No. and Description:** 1002 ASSOCIATED ADDRESS HAS ALREADY BEEN DELETED  
          **Source:** The Associated Address has already been deleted when the F6 (COMMIT) function key was pressed. The message occurs when the F6 (COMMIT) function key is pressed again.  
          **Corrective Action:** None. The Associated Address is already deleted.
3.       **Message ID No. and Description:** 1003 AA CHANGED SINCE ACCESSED FOR VERIFY  
          **Source:** Another user modified the same Associated Address using the same AA Code as the AA Code being processed.  
          **Corrective Action:** Re-access the Associated Address to verify the new information. Re-input the changes using the current Associated Address data as the starting point.
4.       **Message ID No. and Description:** 1004 AA COUNT CHANGED SINCE ACCESSED FOR VERIFY - NEW AA COUNT:  
          **Source:** Another user modified the same information that is being processed.  
          **Corrective Action:** Re-access the information to verify the new information. Re-input the changes.
5.       **Message ID No. and Description:** 1005 AA DELETED SINCE ACCESSED FOR VERIFY  
          **Source:** Another user modified the same Associated Address using the same AA Code as the AA Code being processed.  
          **Corrective Action:** None. The Associated Address has already been deleted.
6.       **Message ID No. and Description:** 1006 ASSOCIATED ADDRESS CODE MUST BE 7 CHARACTERS LONG  
          **Source:** The Associated Address Code entered did not contain the full 7 characters of information. At least one blank was entered in the AA Code field.  
          **Corrective Action:** Correct the AA Code. Press Enter.
7.       **Message ID No. and Description:** 1007 ASSOCIATED ADDRESS DATA HAS NOT BEEN ACCESSED  
          **Source:** The Associated Address was not accessed before attempting to update the information.  
          **Corrective Action:** Press Enter to verify the information before pressing any function key.
8.       **Message ID No. and Description:** 1008 ASSOCIATED ADDRESS CODE NOT FOUND  
          **Source:** The Associated Address Code entered was either miskeyed or the Associated Address no longer exists on the database.  
          **Corrective Action:** If the AA Code was mis-keyed, correct the AA Code. Press Enter.
9.       **Message ID No. and Description:** 1009 PRESS PF6 - PROCESS TO ACCEPT LABEL DATA  
          **Source:** This is an informative message.  
          **Corrective Action:** Enter all the required Label Format information and then press the F6 (PROCESS) function key. If all of the Label Format information is corrected, the screen will automatically transfer to the Enter Label Field Definitions screen.

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10. **Message ID No. and Description:** 1010 ALL ADDRESSES HAVE BEEN REQUESTED, ADDITIONAL OPTIONS NOT VALID  
**Source:** All Addresses for the Service Entity (LBL ID) were requested in addition to other ad hoc selection criteria such as DLN, DLN Quantity, Specific AA Code, Zip Code, State Abbreviation, and/or Search Text. When all addresses for a Service Entity are being requested via the Enter Tailored Selection Criteria screen, the various other ad hoc selection criteria input fields are mutually exclusive.  
**Corrective Action:** Either change the All Addresses flag to "N" or blank out all entries for DLN, DLN Quantity, Specific AA Code, Zip Code, State Abbreviation, and/or Search Text.
11. **Message ID No. and Description:** 1011 FOR THIS LABEL FORMAT THE ADDRESS PRINT AREA CANNOT EXCEED nn.nnn"  
**Source:** The Address Print Area Width in Inches cannot exceed the computed measurement displayed in the message. The computed measurement factors are not in the offset that the printer hardware requires.  
**Corrective Action:** Key in valid Address Print Area Width in Inches that does not exceed the computed value.
12. **Message ID No. and Description:** 1012 ADRS OFFSET PLUS ADRS PRINT AREA IS GREATER THAN LABEL WIDTH.  
**Source:** In the Label Format, the Address Offset in Inches plus the Address Print Area in Inches is greater than the total Width in Inches of the Label.  
**Corrective Action:** Correct any or all of the Address Offset in Inches, Address Print Area in Inches, the Width in Inches of the Label.
13. **Message ID No. and Description:** 1013 IF ADDRESS TEXT FROM IS ENTERED, ADDRESS TEXT TO IS REQUIRED  
**Source:** If an Address Text From value is entered on the Global Change Address Information screen, then an Address Text To value must also be entered.  
**Corrective Action:** Enter a value in the Address Text To field. Press Enter to verify the specified global changes.
14. **Message ID No. and Description:** 1014 SOME CHANGES NOT PROCESSED, CORRECT ERRORS AND PRESS PF6 TO UPDATE  
**Source:** Some of the changes to DLN and/or Number of Copies (Total DLN Product per Address) were not processed. This message is usually produced when the changes are keyed in one at a time with each desired change updated by pressing the F6 (COMMIT) function key or when the F6 (COMMIT) function key is pressed repeatedly without specifying any new change information.  
**Corrective Action:** Key in valid changes to DLN and/or Number of Copies. Press F6 (COMMIT) function key to update the Distribution information.
15. **Message ID No. and Description:** 1015 SOME DELETES NOT PROCESSED, CORRECT ERRORS AND PRESS PF6 TO DELETE  
**Source:** Some of the Delete Distribution Information was not processed. This message is usually produced when the deletes are keyed in one at a time with each desired delete updated by pressing the F6 (COMMIT) function key or when the F6 (COMMIT) function key is pressed repeatedly without specifying any new delete information.  
**Corrective Action:** Key in valid Delete Distribution Information. Press F6 (COMMIT) function key to update (delete) the Distribution information.
16. **Message ID No. and Description:** 1016 SOME DLNS WERE NOT ADDED, CORRECT ERRORS AND PRESS PF6 TO UPDATE  
**Source:** Some of the Add Distribution Information was not processed. This message is usually produced when the adds are keyed in one at a time with each desired add updated by pressing the F6 (COMMIT) function key or when the F6 (COMMIT) function key is pressed repeatedly without specifying any new add information.  
**Corrective Action:** Key in valid Adds Distribution Information. Press F6 (COMMIT) function key to update (add) the Distribution information.
17. **Message ID No. and Description:** 1017 AT LEAST ONE 'FROM' AND 'TO' ENTRY IS REQUIRED

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**Source:** The Enter key to verify the global changes was pressed before any FROM/TO information was specified.

**Corrective Action:** Key in one set of FROM/TO parameters (Mailing Priority Indicator Code, Zip Code, State Abbreviation, Address Text). Press the Enter key to verify the change information.

18. **Message ID No. and Description:** 1018 FORMAT IS PART OF BASELINE SYSTEM - DELETE NOT PERMITTED  
**Source:** The Label Format Identifier is the default label format for a Service Entity (the Label Format Identifier is the same as a valid Label Identifier). The default label format information cannot be deleted.  
**Corrective Action:** Exit the Delete Label Format screen or key in another Label Format Identifier.
19. **Message ID No. and Description:** 1019 BLANK ADDRESS IS NOT VALID  
**Source:** The In the Clear Mailing Address text must contain at least two lines of information.  
**Corrective Action:** Key in at least two lines of information in the In the Clear Mailing Address.
20. **Message ID No. and Description:** 1020 MA PORTION OF KEY CANNOT BE CHANGED  
**Source:** For Service Entities that use the Master Address/Associated Address relationship, the MA Code portion of the AA Code (i.e. the first 6 characters of the AA Code) cannot be changed. Only the AA Code suffix may be changed.  
**Corrective Action:** Correct the MA Code portion of the AA key. Change the AA Code Suffix, if desired.
21. **Message ID No. and Description:** 1021 CHANGE MORE DLNS OR PRESS PF5 FOR THE NEXT ADDRESS  
**Source:** This is an informative message.  
**Corrective Action:** Enter more DLN and/or Number of Copies information to be changed or press F5 (PREV SCR) function key to return to the Change Specific DLN screen.
22. **Message ID No. and Description:** 1022 NO OF COPIES MUST BE NUMERIC  
**Source:** The Number of Copies (Total DLN Product per Address) contains data that is blank or non-numeric.  
**Corrective Action:** Correct the Number of Copies to be a valid number from 1 to 999999.
23. **Message ID No. and Description:** 1023 DATA MUST BE VERIFIED FIRST  
**Source:** The screen performs updates to multiple entries on the database. The screen requires that the Enter key be used to retrieve totals for verification before proceeding with the update.  
**Corrective Action:** Press Enter to retrieve the information for verification.
24. **Message ID No. and Description:** 1024 GLOBAL CHANGE COMPLETE, DATA HAS BEEN UPDATED  
**Source:** This is an informative message.  
**Corrective Action:** Press the appropriate function key, such as F2 (CLEAR SCR), F3 (PREV MENU), or F4 (MAIN MENU).
25. **Message ID No. and Description:** 1025 ENTER LABEL PARAMETERS, PRESS ENTER TO VERIFY  
**Source:** This is an informative message.  
**Corrective Action:** Key in the Label Field Definition information, then press Enter to validate the information.
26. **Message ID No. and Description:** 1026 ENTER REPORT DEFINITION DATA, PRESS ENTER TO VERIFY  
**Source:** This is an informative message.  
**Corrective Action:** Key in the Report Definition information for the Tailored List of Address, then press Enter to validate the information.
27. **Message ID No. and Description:** 1027 DISTRIBUTION DELETED, ENTER NEXT DLN TO DELETE  
**Source:** This is an informative message.  
**Corrective Action:** The distribution for the specified DLNs have been deleted. Enter the next DLN to be deleted.

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28. **Message ID No. and Description:** 1028 THESE DLNS HAVE ALREADY BEEN ADDED - PRESS PF2 TO ADD MORE  
**Source:** The Add Distribution Information was not processed. This message is usually produced when the adds are keyed in one at a time with each desired add updated by pressing the F6 (COMMIT) function key or when the F6 (COMMIT) function key is pressed repeatedly without specifying any new add information.  
**Corrective Action:** Key in valid Add Distribution Information. Press F6 (COMMIT) function key to update (add) the Distribution information.
29. **Message ID No. and Description:** 1029 THESE DLNS HAVE ALREADY BEEN CHANGED  
**Source:** The Change Distribution Information was not processed. This message is usually produced when the F6 (COMMIT) function key is pressed repeatedly without specifying any new change information.  
**Corrective Action:** Key in valid changes to the Distribution information. Press F6 (COMMIT) function key to update (change) the Distribution information.
30. **Message ID No. and Description:** 1030 THIS DLN HAS ALREADY BEEN DELETED  
**Source:** The Delete Distribution Information was not processed. This message is usually produced when the F6 (COMMIT) function key is pressed repeatedly without specifying any new information.  
**Corrective Action:** Key in a valid DLN to delete. Press F6 (COMMIT) function key to update (delete) the Distribution information.
31. **Message ID No. and Description:** 1031 THESE DLNS HAVE ALREADY BEEN DELETED  
**Source:** The delete by List of Distribution information was not processed. This message is usually produced when the F6 (COMMIT) function key is pressed repeatedly without specifying any new information.  
**Corrective Action:** Tag other DLNs to delete with any non-blank character. Press F6 (COMMIT) function key to update (delete) the Distribution information.
32. **Message ID No. and Description:** 1032 DISTRIBUTION HAS BEEN DELETED SINCE VERIFICATION  
**Source:** Another user deleted the same Distribution information using the same AA Code/DLN as the AA Code/DLN in process.  
**Corrective Action:** Re-access the Distribution Information to verify the new information. Re-input the changes using the current Distribution information as the starting point.
33. **Message ID No. and Description:** 1033 REQUESTED DISTRIBUTION DOES NOT EXIST FOR THIS AA  
**Source:** The Associated Address does not receive distribution for the specified DLN. The DLN is a valid DLN on the Product database.  
**Corrective Action:** Check the DLN to verify that the correct DLN was keyed in. Key in the correct DLN.
34. **Message ID No. and Description:** 1034 DLN ADDED  
**Source:** This is an informative message.  
**Corrective Action:** None.
35. **Message ID No. and Description:** 1035 DLN HAS ALREADY BEEN ADDED - PRESS PF2 TO CLEAR SCREEN  
**Source:** This message is usually produced when the F6 (COMMIT) function key is pressed repeatedly without specifying any new information.  
**Corrective Action:** Press F6 (CLEAR SCR) to clear the screen for entering the next DLN to add.
36. **Message ID No. and Description:** 1036 DLN ALREADY EXISTS ON PRODUCT DATABASE  
**Source:** The user is attempting to add a DLN that already exists on the Product Database.  
**Corrective Action:** Verify that the DLN is keyed correctly.
37. **Message ID No. and Description:** 1037 DLN COUNT HAS CHANGED SINCE ACCESSED FOR VERIFY  
**Source:** Another user has performed an update that changed the verification counts for the DLN in process.  
**Corrective Action:** Re-access the Distribution Information to verify the new information. Re-input the changes using the current Distribution information as the starting point.

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38. **Message ID No. and Description:** 1038 DLN FROM IS A REQUIRED FIELD  
**Source:** The Enter key was pressed before a value was entered in the DLN FROM field. The DLN FROM specifies the DLN that is to be updated. It is a required field for entry.  
**Corrective Action:** Enter a valid DLN FROM.
39. **Message ID No. and Description:** 1039 DLN FROM HAS BEEN DELETED FROM THE PRODUCT DATABASE SINCE VERIFY  
**Source:** Another user has performed an update that deleted the DLN in process.  
**Corrective Action:** None.
40. **Message ID No. and Description:** 1040 DLN MUST BE ENTERED  
**Source:** The Enter key was pressed before a value was entered in the DLN field.  
**Corrective Action:** Enter a valid DLN.
41. **Message ID No. and Description:** 1041 DLN MUST BE 10 CHARACTERS LONG  
**Source:** Spaces were entered in the DLN field. The DLN must contain the full 10 characters. Only alphabetic and/or numeric characters are allowed.  
**Corrective Action:** Correct the DLN by removing all spaces.
42. **Message ID No. and Description:** 1042 DLN NOT IN PRODUCT DATABASE  
**Source:** The DLN does not exist on the Product database.  
**Corrective Action:** Check the DLN and key in a valid DLN.
43. **Message ID No. and Description:** 1043 DLN QUANTITY MUST BE NUMERIC  
**Source:** The DLN Quantity (Total DLN Product per Address) contains data that is blank or non-numeric.  
**Corrective Action:** Correct the DLN Quantity to be a valid number from 1 to 999999.
44. **Message ID No. and Description:** 1044 DLN TO IS NOT IN THE PRODUCT DATABASE  
**Source:** The DLN entered in the DLN TO field does not exist on the Product database.  
**Corrective Action:** Check the DLN and key in a valid DLN.
45. **Message ID No. and Description:** 1045 DLN FROM ENTERED & COPIES FROM NOT ENTERED: DLN TO MUST BE ENTERED  
**Source:** If the Number of Copies (Total DLN Product Per Address) is not entered, then the screen assumes that the DLN is to be changed. The DLN TO is required.  
**Corrective Action:** Key in a valid DLN in the DLN TO field. Press the Enter key to verify the change.
46. **Message ID No. and Description:** 1046 DLN TO HAS BEEN DELETED FROM THE PRODUCT DATABASE SINCE VERIFY  
**Source:** Another user has performed an update that deleted the DLN that was entered in the DLN TO field.  
**Corrective Action:** None.
47. **Message ID No. and Description:** 1047 DLN HAS BEEN DELETED FROM THE PRODUCT DATABASE SINCE VERIFY  
**Source:** Another user has performed an update that deleted the DLN from the Product database.  
**Corrective Action:** None.
48. **Message ID No. and Description:** 1048 ASSOCIATED ADDRESS CODE ALREADY EXISTS ON THE DATABASE.  
**Source:** The AA Code already exists on the Address database.  
**Corrective Action:** Correct the AA Code to be a unique value.
49. **Message ID No. and Description:** 1049 COUNT OF DUPLICATE 'TO' DISTRIBUTIONS IS:  
**Source:** This is an information message.  
**Corrective Action:** Verify the count that is displayed.
50. **Message ID No. and Description:** 1050 THIS IS A DUPLICATE REQUEST

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**Source:** The user is attempting to add a request for a report or set of labels that duplicates an existing request that has not been processed. This message occurs when the F6 (COMMIT) function key has been pressed repeatedly without changing the information on the screen.

**Corrective Action:** Change the information on the screen to specify different selection criteria or press the appropriate function key, such as F2 (CLEAR SCR), F3 (PREV MENU), or F4 (MAIN MENU).

51. **Message ID No. and Description:** 1051 COUNT OF DUPLICATES HAS CHANGED SINCE VERIFICATION WAS PERFORMED

**Source:** Another user has performed an update that changed the Distribution information for the AA Code in process.

**Corrective Action:** Press Enter to confirm the verification information.

52. **Message ID No. and Description:** 1052 ENTER GLOBAL CHANGE DATA, PRESS ENTER TO VERIFY

**Source:** This is an informative message.

**Corrective Action:** Enter the Global Change parameters. Press Enter to verify the changes.

53. **Message ID No. and Description:** 1053 ENTER LABEL CONTROL NUMBER AND PRESS ENTER TO RETRIEVE REQUESTS

**Source:** This is an informative message.

**Corrective Action:** Enter the Label Control Number. Press Enter. If the Label Control Number is new, then the screen displayed is ready for input. If the Label Control Number already exists and has not been processed, then the information for the standard label requests is displayed and the screen displayed is ready for input of additional DLN label sets. If the Label Control Number has been processed, then a new Label Control Number will have to be used.

54. **Message ID No. and Description:** 1054 ENTER REQUEST OPTIONS, PRESS ENTER TO VERIFY

**Source:** This is an informative message.

**Corrective Action:** Enter the request options. Press Enter to verify (edit) the input request options.

55. **Message ID No. and Description:** 1055 ENTER ASSOCIATED ADDRESS CODE, PRESS ENTER

**Source:** This is an informative message.

**Corrective Action:** Enter a valid AA Code for an Associated Address that exists on the database. Press Enter to display the address information.

56. **Message ID No. and Description:** 1056 ENTER ADDRESS KEY AND ADDRESS DATA, PRESS ENTER

**Source:** This is an informative message.

**Corrective Action:** Key in the new address information. Press Enter to edit the address.

57. **Message ID No. and Description:** 1057 ENTER AA CODE, DLN, & NUMBER OF COPIES, PRESS ENTER

**Source:** This is an informative message.

**Corrective Action:** Key in the AA Code, DLN, and Number of Copies (Total DLN Product Per Address) for the Associated Address/ Distribution information to access. Press Enter to display the address and distribution information.

58. **Message ID No. and Description:** 1058 ENTER AA CODE AND DLN. PRESS ENTER TO RETRIEVE.

**Source:** This is an informative message.

**Corrective Action:** Key in the AA Code and the DLN for the Associated Address/ Distribution information to access. Press Enter to display the address and distribution information.

59. **Message ID No. and Description:** 1059 ENTER ADDRESS CHANGES THEN PRESS PF6 TO UPDATE

**Source:** This is an informative message.

**Corrective Action:** Enter the changes to the address information by typing over the current information. Press F6 (COMMIT) to update the address database with the changes.

60. **Message ID No. and Description:** 1060 ENTER LABEL FIELD DEFINITION CHANGES, PRESS ENTER



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TO VALIDATE

**Source:** This is an informative message.

**Corrective Action:** Enter the Label Field Definition information. Press Enter to validate.

61. **Message ID No. and Description:** 1061 ENTER DLN'S AND NUMBER OF COPIES, PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Key in the DLNs and the Number of Copies (Total DLN Product Per Address) for the Associated Address/ Distribution information to access. Press Enter to validate.
62. **Message ID No. and Description:** 1062 ENTER DLN'S TO VIEW, PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Key in the DLN's to view distribution statistics for. Press Enter to display the distribution information. Note that F10 (FIND ALL) function key can be pressed to retrieve the distribution statistics for all active DLN products. When using the F10 (FIND ALL) option, do not enter any specific DLNs.
63. **Message ID No. and Description:** 1063 ENTER LABEL FORMAT ID TO CHANGE, PRESS ENTER TO RETRIEVE  
**Source:** This is an informative message.  
**Corrective Action:** Key in the Label Format Identifier for the information that is to be changed. Press Enter to retrieve the Label Format/ Label Field Definitions information.
64. **Message ID No. and Description:** 1064 ENTER LABEL REQUEST DATA, PRESS ENTER TO VALIDATE  
**Source:** This is an informative message.  
**Corrective Action:** Key in the Priority Indicator Code, Label Format Identifier, Label Forms Type (L=Labels, H=Hardcopy, B=Both), and the Number of Label Sets. Press Enter to validate the request parameters for Tailored Labels.
65. **Message ID No. and Description:** 1065 ENTER MASTER ADDRESS CODE, PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Key in the Master Address Code for the address to be retrieved. Press Enter to display the Master Address information.
66. **Message ID No. and Description:** 1066 ENTER MASTER ADDRESS CODE AND ADDRESS DATA, PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Key in the Master Address Code, the In the Clear Mailing Address, and the Zip Code for the address to be added. Press Enter to validate the information.
67. **Message ID No. and Description:** 1067 ENTER NEXT DLN AND NUMBER OF COPIES  
**Source:** This is an informative message.  
**Corrective Action:** Key in the DLNs and the Number of Copies (Total DLN Product Per Address) for the Associated Address/ Distribution information to access. Press Enter to validate the distribution information.
68. **Message ID No. and Description:** 1068 ENTER REQUEST ID AND PRESS ENTER TO RETRIEVE  
**Source:** This is an informative message.  
**Corrective Action:** Key in the Request Identifier for the request to be deleted. Press Enter to retrieve information to verify that the correct request has been accessed.
69. **Message ID No. and Description:** 1069 ENTER SELECTION OPTIONS, PRESS ENTER TO VALIDATE  
**Source:** This is an informative message.  
**Corrective Action:** Key in the desired selection parameters. Press enter to validate the selection parameters.
70. **Message ID No. and Description:** 1070 ENTER TEXT SEARCH KEY, PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Key in up to 40 characters of text to search for. Note that the Text Search Key may contain

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upper and lower case alphabetic characters as well as punctuation. Press Enter to retrieve the addresses that contain the specified Text Search value within the In the Clear Mailing Address.

71. **Message ID No. and Description:** 1071 ENTER SELECTION PARAMETERS. PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Key in the desired selection parameters. Press enter to validate the selection parameters.
72. **Message ID No. and Description:** 1072 ADDRESS OFFSET FOR THIS LABEL FORMAT MUST BE ZERO  
**Source:** The Address Offset in Inches is out of the valid range that was calculated based on the Label Width in Inches and the Address Print Area Width In Inches. The Address Offset in Inches plus the Address Print Area Width in Inches cannot be larger than the Label Width in Inches.  
**Corrective Action:** Correct the Address Offset in Inches, or the Address Print Area Width in Inches, or the Label Width in Inches.
73. **Message ID No. and Description:** 1073 ERRORS DETECTED, CORRECT & PRESS ENTER TO RE-VERIFY  
**Source:** There is at least one error in the list of DLNs and/or Number of Copies (Total Product Per Address) keyed in.  
**Corrective Action:** Correct the DLNs and/or Number of Copies that are in error by using the Tab key and then by typing over the erroneous entry. Press Enter to verify the corrected distribution information.
74. **Message ID No. and Description:** 1074 INVALID CHARACTER IN THE MASTER ADDRESS CODE  
**Source:** The Master Address Code contains an invalid character. The MA Code must be made up of alphabetic and/or numeric characters. Blanks and special characters are not allowed.  
**Corrective Action:** Re-key the MA Code without using any special characters. Press Enter to validate the Master Address information.
75. **Message ID No. and Description:** 1075 LABEL FORMAT HAS BEEN DELETED  
**Source:** This is an informative message.  
**Corrective Action:** The Label Format/Label Field Definitions information has been successfully deleted from the database.
76. **Message ID No. and Description:** 1076 FORMAT RECORD HAS CHANGED SINCE ACCESSED  
**Source:** Another user modified the same Label Format/Label Field Definitions using the same Label Identifier as the Label Identifier in process.  
**Corrective Action:** Re-access the Label Format/Label Field Definitions to verify the new information. Re-input the changes using the current data as the starting point.
77. **Message ID No. and Description:** 1077 FROM DLN MUST BE 10 CHARACTERS LONG  
**Source:** The DLN FROM must be 10 characters long with no punctuation or spaces allowed.  
**Corrective Action:** Correct the DLN FROM. Press Enter to validate the information.
78. **Message ID No. and Description:** 1078 FROM DATE CANNOT BE GREATER THAN TO DATE  
**Source:** The From Date keyed in is after the To Date.  
**Corrective Action:** Re-key by typing over the From Date and/or the To Date. Press Enter to display the Request Parameters for the specified date range.
79. **Message ID No. and Description:** 1079 INCLUDE MA OPTION CAN ONLY BE USED WITH INCLUDE ALL ADDRESS OPTION  
**Source:** The Include MA option = "Y" (for yes to include MAs in the tailored selection) but the Include all Associated Addresses for the Entity option = "N". In order to include MAs in the tailored selection, all AAs must also be included.  
**Corrective Action:** Valid combinations are AA=Y & MA=Y, AA=Y & MA=N, or AA=N & MA=N. Press Enter to validate the tailored selection criteria.

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80. **Message ID No. and Description:** 1080 INVALID CHARACTER IN ASSOCIATED ADDRESS CODE.  
**Source:** The Associated Address Code contains an invalid character. The AA Code must be made up of alphabetic and or numeric characters. The asterisk is allowed in the last position. Blanks and special characters are not allowed.  
**Corrective Action:** Re-key the AA Code without using any special characters. Press Enter to validate the Associated Address information.
81. **Message ID No. and Description:** 1081 DISTRIBUTION IS NOT ALLOWED FOR THIS SERVICE ENTITY  
**Source:** The Service Entity does not receive distribution of DLN products.  
**Corrective Action:** Check the specified Service Entity (LBL ID). Either exit the screen or re-key the Service Entity. Press Enter to validate. If authorized to operate in multiple Service Entities, then check the display of the active Service Entity that appears in the left corner of the screen below the USERID. If it is not the correct Service Entity, use the F9 (CHG ENT) function key to transfer to the Select Service Entity screen. If the Service Entity is supposed to be authorized to receive DLN products, contact the AMLS DLSC Program Manager.
82. **Message ID No. and Description:** 1082 VERIFIED, PRESS PF6 TO ADD  
**Source:** This is an informative message.  
**Corrective Action:** The new record passed all edits. Press F6 (COMMIT) function key to add the record to the database
83. **Message ID No. and Description:** 1083 AA DATA ADDED, PRESS PF2 FOR NEXT AA  
**Source:** This is an informative message.  
**Corrective Action:** The Associated Address information was added to the database. If another Associated Address is to be added, press F2 (CLEAR SCR) function key to clear the screen for the next input.
84. **Message ID No. and Description:** 1084 NON STANDARD AA CODE USED, PRESS PF6 TO ADD  
**Source:** This is an informative message.  
**Corrective Action:** The seventh position of the Associated Address Code contained "\*" which is non-standard usage. Press F6 (COMMIT) function key to add the Associated Address to the database.
85. **Message ID No. and Description:** 1085 ENTER THE SELECTION DATES IN MMDDYY FORM OR ENTER THE REQUEST-ID  
**Source:** This is an informative message.  
**Corrective Action:** Enter the either the selection date range as a 6 digit number Month, Day, Year or enter the specific AMLS Request Identifier to query the status.
86. **Message ID No. and Description:** 1086 DATE MUST BE NUMERIC AND IN MMDDYY FORM  
**Source:** The format of the date is invalid.  
**Corrective Action:** Enter the date as a 6-digit number Month/Day/Year.
87. **Message ID No. and Description:** 1087 MONTH MUST BE FROM 01 TO 12  
**Source:** The month portion of the 6-digit date is invalid.  
**Corrective Action:** Correct the month portion of the date.
88. **Message ID No. and Description:** 1088 DAY MUST BE FROM 01 TO nn  
**Source:** The day portion of the 6-digit date is invalid.  
**Corrective Action:** Correct the day portion of the date.
89. **Message ID No. and Description:** 1089 AUTHORITY NOT GRANTED FOR THIS FUNCTION  
**Source:** User is not authorized to use this screen.  
**Corrective Action:** Contact the DLSC AMLS Program Manager. Press F3 function key to go to the Previous Menu or the F4 function key to go to the Main Menu.
90. **Message ID No. and Description:** 1090 REQUEST HAS BEEN ADDED

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**Source:** This is an informative message.

**Corrective Action:** The ad hoc request has been added to the AMLS Request Parameter database for processing.

91. **Message ID No. and Description:** 1091 PF6 TO SAVE REQUEST OR PF10 TO SAVE AND ADD MORE FOR THIS REQUEST

**Source:** This is an informative message.

**Corrective Action:** Press F6 (COMMIT) to add a single ad hoc tailored request to the database for processing. If the ad hoc request requires more than one tailored request parameters set, then press F10 (ADD MORE) to add the current request and position the cursor to allow the next tailored request parameters set to be entered.

92. **Message ID No. and Description:** 1092 REQUEST ADDED, ENTER MORE OR PF2 FOR NEXT REQUEST ID

**Source:** This is an informative message.

**Corrective Action:** The request has been added to the database for processing. Either enter more parameters to be added to the Request Identifier in process or press F2 (CLEAR SCR) to clear the screen in order to start another Request Identifier.

93. **Message ID No. and Description:** 1093 SPECIFIC MA OR AA HAS BEEN REQUESTED, ADDITIONAL OPTIONS NOT VALID

**Source:** A specific Master Address Code or Associated Address Code was entered along with other selection criteria such as DLN, Zip Code, etc. A specific MA Code or AA Code is mutually exclusive of the other selection criteria which potentially extracts multiple addresses.

**Corrective Action:** Blank out either the specific MA/AA Code or the other selection criteria.

94. **Message ID No. and Description:** 1094 DAY FOR MONTH XX MUST BE FROM 01 TO XX

**Source:** The day portion of the 6-digit date is invalid.

**Corrective Action:** Correct the day portion of the date.

95. **Message ID No. and Description:** 1095 ENTER PRIORITY INDICATOR CODE, PRESS ENTER TO VERIFY REQUEST

**Source:** This is an informative message.

**Corrective Action:** Enter a valid Priority Indicator Code (1 or 2 for the next peak processing; 3 or 4 for the next off-peak processing). No entry will result in off-peak processing.

96. **Message ID No. and Description:** 1096 INVALID REQUEST ID

**Source:** The Request Identifier was not found on the database.

**Corrective Action:** Key in a valid AMLS Request Identifier.

97. **Message ID No. and Description:** 1097 ADDRESS PRINT AREA WIDTH INCHES MUST BE 1.500" TO 10.000"

**Source:** The Address Print Width in Inches is invalid.

**Corrective Action:** Key in a valid Address Print Area Width in Inches.

98. **Message ID No. and Description:** 1098 ADDRESS OFFSET FOR THIS LABEL FORMAT MUST BE  
> nn.nnn AND < nn.nnn

**Source:** The Address Offset in Inches is out of the valid range that was calculated based on the Label Width in Inches and the Address Print Area Width in Inches. The Address Offset in Inches plus the Address Print Area Width in Inches cannot be larger than the Label Width in Inches.

**Corrective Action:** Correct the Address Offset in Inches, or the Address Print Area Width in Inches, or the Label Width in Inches.

99. **Message ID No. and Description:** 1099 NUMBER OF CHARACTERS IN ADDRESS LINE MUST BE  
> 14 AND < 49

**Source:** The Number of Characters in the Address Line on the Label Format/Label Field Definitions is invalid.

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It must be 15 - 48. The physical length of the address line on the address database can be longer or shorter than the number of characters that is printed on the mailing labels.

**Corrective Action:** Correct the Number of Characters in the Address Line to be between 15 and 48.

100. **Message ID No. and Description:** 1100 CHARACTERS PER INCH MUST BE 10, 12, OR 15  
**Source:** The Characters Per Inch on the Label Format/Label Field Definitions is invalid. The only valid entries are 10 CPI, 12 CPI or 15 CPI.  
**Corrective Action:** Correct the Characters per Inch.
101. **Message ID No. and Description:** 1101 DLN ROW MAY ONLY MATCH MLNG PIC, DLN TITLE, AND DLN QUANTITY ROWS  
**Source:** The relative row on the Label Format/Label Field Definitions for the DLN to appear may only match the relative rows for Mailing Priority Indicator Code, the DLN Title (Product Title) and/or the DLN Quantity (Total DLN Product Per Address). For instance it may not match the relative row of any of the address text lines.  
**Corrective Action:** Correct the DLN Relative Row number so that it does not match a relative row number that it is not allowed to match.
102. **Message ID No. and Description:** 1102 THE ONLY ACCEPTABLE ENTRIES IN THIS FIELD ARE 'Y' OR 'N'  
**Source:** The only acceptable entries for the Select all Address for the Entity and for the Include Master Addresses option is "Y" to include or "N" to exclude.  
**Corrective Action:** Enter either Y or N.
103. **Message ID No. and Description:** 1103 CANNOT PROCESS CHANGES IN THE COMBINATION ENTERED  
**Source:** Cannot enter a From Number of Copies (Total DLN Product Per Address) and a To Number of Copies without also entering the DLN.  
**Corrective Action:** Enter the DLN.
104. **Message ID No. and Description:** 1104 ILLEGAL ENTRY INTO FUNCTION - PRESS PF3 OR PF4 TO EXIT  
**Source:** The system malfunctioned while using the Expert User - Mnemonic Jumping features.  
**Corrective Action:** Press F3 to go to the Previous Menu or F4 to go to the Main Menu. Select the desired function from the Menu(s). Report the problem to the AMLS DLSC Program Manager.
105. **Message ID No. and Description:** 1105 FORM TYPE MUST BE H, L, B, OR BLANK  
**Source:** The Label Form Type is invalid.  
**Corrective Action:** Enter H for labels on Hardcopy, L for labels on Label stock, or B for labels on both Hardcopy and Label stock. If the Label Form Type field is left blank, the screen will default to B for labels on both Hardcopy and Label Stock.
106. **Message ID No. and Description:** 1106 LABEL CONTROL NUMBER NOT NUMERIC  
**Source:** The Label Control Number for Standard Labels Request must be a 5-digit number.  
**Corrective Action:** Correct the Label Control Number to be a 5-digit number.
107. **Message ID No. and Description:** 1107 ENTER IS NOT A VALID FUNCTION  
**Source:** The Enter key was pressed but the update has already taken place. The screen is expecting the use of a function key such as F2 (CLEAR SCR) to clear the screen for the next entry.  
**Corrective Action:** Press the desired function key.
108. **Message ID No. and Description:** 1108 LABEL LENGTH MUST BE A MULTIPLE OF LINES PER INCH  
**Source:** The decimal portion of the Label Length in Inches must be .0 or evenly divisible by the Lines per Inch (6 or 8).  
**Corrective Action:** Adjust the Lines per Inch and/or the decimal portion of the Label Length in Inches.

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109. **Message ID No. and Description:** 1109 LABEL FORMAT ID NOT FOUND  
**Source:** The Label Format Identifier does not exist on the Label Format/ Label Field Definitions database.  
**Corrective Action:** Enter a valid Label Format Identifier.
110. **Message ID No. and Description:** 1110 ROW MUST BE 1 - 12  
**Source:** The relative row number for a field selection on the tailored report is invalid.  
**Corrective Action:** Enter a valid relative row number.
111. **Message ID No. and Description:** 1111 COLUMN MUST BE 1 - 3  
**Source:** The column number for a field selection on the tailored report is invalid.  
**Corrective Action:** Enter a valid column number.
112. **Message ID No. and Description:** 1112 LABEL LENGTH MUST BE 03.000 TO 11.000  
**Source:** The Label Length in Inches must be between 3 inches and 11 inches.  
**Corrective Action:** Enter a valid Label Length in Inches.
113. **Message ID No. and Description:** 1113 LINES PER INCH MUST BE 6 OR 8  
**Source:** The Lines per Inch must be either 6 LPI or 8 LPI.  
**Corrective Action:** Enter a valid Lines per Inch.
114. **Message ID No. and Description:** 1114 ROW AND COLUMN MUST BOTH BE ENTERED OR BOTH BE BLANK  
**Source:** The Relative Row Number and the Column must both be entered in order to have the requested field appear on a Tailored Report. If both are blank, then the field will not appear on the Tailored Report.  
**Corrective Action:** Enter a valid Relative Row Number and Column Number set or blank both fields.
115. **Message ID No. and Description:** 1115 AT LEAST ONE ROW/COLUMN FIELD IS REQUIRED ON THE REPORT  
**Source:** At least one field must be specified to appear on a Tailored Report. The Relative Row Number and the Column must both be entered in order to have the requested field appear on a Tailored Report. If both are blank, then the field will not appear on the Tailored Report.  
**Corrective Action:** Enter a valid Relative Row Number and Column Number set for at least one field.
116. **Message ID No. and Description:** 1116 SEQUENCE MUST BE BLANK OR 1-7. IT MUST NOT REPEAT ANOTHER SEQUENCE  
**Source:** The Sort Sequence on the Label Format/Label Field Definitions must be blank to indicate not to sort on the field or it must be 1 - 7. 1=highest order sort sequence. No two fields can have the same sort sequence.  
**Corrective Action:** Enter a valid Sort Sequence or enter blank.
117. **Message ID No. and Description:** 1118 INVALID MLNG PIC. MUST BE A - Z, 0 - 9.  
**Source:** The Mailing Priority Indicator Code can only be alphabetic or numerical character. Space is invalid.  
**Corrective Action:** Enter a valid Mailing Priority Indicator Code.
118. **Message ID No. and Description:** 1121 NUMBER OF LABELS ACROSS MUST BE 1 TO 4  
**Source:** The Number of Labels in a row of mailing labels must be 1 - 4.  
**Corrective Action:** Enter a valid Number of Labels Across.
119. **Message ID No. and Description:** 1122 INVALID CHARACTER IN NEW ADDRESS KEY  
**Source:** The New Master Address Code contains an invalid character. A Master Address Code must be 6 characters long and must be made up of alphabetic and/or numeric characters.  
**Corrective Action:** Enter a valid New Master Address Code.
120. **Message ID No. and Description:** 1123 NUMBER OF COPIES MUST BE GREATER THAN 0  
**Source:** The Number of Copies (Total DLN Product Per Address) must be 1 - 999999.  
**Corrective Action:** Enter a valid Number of Copies.

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121. **Message ID No. and Description:** 1124 NUMBER OF LABEL SETS MUST BE  $> 0$  AND  $< 11$   
**Source:** The Number of Labels sets must be 1 - 10 (if the Label Form Type = L or B).  
**Corrective Action:** Enter a valid Number of Label Sets.
122. **Message ID No. and Description:** 1125 DLN QUANTITY ROW MAY ONLY MATCH MLNG PIC, DLN, AND DLN TITLE ROWS  
**Source:** The relative row on the Label Format/Label Field Definitions for the DLN Quantity (Total DLN Product Per Address) to appear may only match the relative rows for Mailing Priority Indicator Code, the DLN Title (Product Title) and/or the DLN. For instance, it may not match the relative row of any of the address text lines.  
**Corrective Action:** Correct the DLN Quantity Relative Row number so that it does not match a relative row number that it is not allowed to match.
123. **Message ID No. and Description:** 1126 PRIORITY INDICATOR CODE MUST BE BLANK OR 1 TO 4  
**Source:** The Priority Indicator Code must be blank or 1 - 4.  
**Corrective Action:** Enter a valid Priority Indicator Code (1 or 2 for the next peak processing; 3 or 4 for the next off-peak processing). No entry will result in off-peak processing.
124. **Message ID No. and Description:** 1128 INVALID REQUEST ID - MUST BE ALL NUMERIC  
**Source:** An invalid Request Identifier was entered. The Request Identifier must be numeric.  
**Corrective Action:** Key in a valid numeric Request Identifier.
125. **Message ID No. and Description:** 1129 TITLE LINE 1 CANNOT BE BLANK  
**Source:** At least one title line must be specified for a tailored report.  
**Corrective Action:** Key in at least one title line which will appear on the Tailored Report. Note that punctuation is allowed.
126. **Message ID No. and Description:** 1130 LABEL WIDTH MUST BE 1.000" TO 8.000"  
**Source:** The Label Width in Inches is out of the allowable range.  
**Corrective Action:** Key in a valid Label Width in Inches.
127. **Message ID No. and Description:** 1131 LABEL WIDTH TIMES NBR OF LABELS ACROSS EXCEEDS PRINTER CAPACITY  
**Source:** The Label Width in Inches times the Number of Labels Across exceeds the printer capacity of 14 inches.  
**Corrective Action:** Key in correct number of labels across or label width.
128. **Message ID No. and Description:** 1134 REQUESTS HAVE BEEN PROCESSED FOR THIS LABEL CONTROL NUMBER  
**Source:** An attempt was made to add DLN requests to a Label Control Number for Standard DLN Labels that has already been processed.  
**Corrective Action:** Create a new Label Control Number.
129. **Message ID No. and Description:** 1135 INVALID FUNCTION KEY  
**Source:** The function key pressed is not processed by the screen.  
**Corrective Action:** Press a valid function key.
130. **Message ID No. and Description:** 1136 LABEL FORMAT ID ALREADY EXISTS  
**Source:** The new Label Format Identifier already exists on the Label Format/Label Field Definitions database.  
**Corrective Action:** Assign a different Label Format Identifier.
131. **Message ID No. and Description:** 1137 LABEL FORMAT ID ENTRY IS REQUIRED  
**Source:** Nothing was keyed for the Label Format Identifier input field. Must specify a valid Label Format Identifier in order to request mailing labels.  
**Corrective Action:** Key in a valid Label Format Identifier that exists on the Label Format/Label Field Definitions database.

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132. **Message ID No. and Description:** 1138 INVALID LABEL IDENTIFIER  
**Source:** Must specify a valid Label Format Identifier in order to request mailing labels.  
**Corrective Action:** Key in a valid Label Format Identifier that exists on the Label Format/Label Field Definitions database.
133. **Message ID No. and Description:** 1139 MA DATA ADDED, PRESS PF2 FOR NEXT MA OR PF10 TO ADD AA'S  
**Source:** This is an informative message.  
**Corrective Action:** The Master Address information was successfully added to the database. Press F2 (CLEAR SCR) to clear the screen to add another Master Address. Press F10 (ADD AA) to transfer to the Add Associated Address screen in order to automatically link the AAs to the MA Code.
134. **Message ID No. and Description:** 1140 MASTER ADDRESS HAS ALREADY BEEN ADDED  
**Source:** F6 (COMMIT) function key to add the Master Address information has already been pressed.  
**Corrective Action:** Press another function key.
135. **Message ID No. and Description:** 1141 MASTER ADDRESS HAS ALREADY BEEN DELETED  
**Source:** F6 (COMMIT) function key to delete the Master Address information has already been pressed.  
**Corrective Action:** Press another function key.
136. **Message ID No. and Description:** 1142 MASTER ADDRESS CODE ALREADY EXISTS ON THE DATABASE  
**Source:** The Master Address Code on the MA being added already exists on the Address database.  
**Corrective Action:** Create another MA Code for the Master Address.
137. **Message ID No. and Description:** 1143 MA CHANGED SINCE ACCESSED FOR VERIFY  
**Source:** Another user changed the same Master Address.  
**Corrective Action:** Press F2 (CLEAR SCR) to clear the screen. Key the MA Code and press Enter to access the most current version of the Master Address information. Re-key the desired changes to the Master Address information.
138. **Message ID No. and Description:** 1144 MA DELETED SINCE ACCESSED FOR VERIFY  
**Source:** Another user deleted the same Master Address.  
**Corrective Action:** Press F3 (PREV MENU) to exit to the previous menu or F4 (MAIN MENU) to exit to the main menu.
139. **Message ID No. and Description:** 1145 MASTER ADDRESS CODE MUST BE 6 CHARACTERS LONG.  
**Source:** The Master Address Code must be a full 6 characters long without any spaces anywhere in the field. It must be all alphabetic and/or numeric characters. No special characters are allowed.  
**Corrective Action:** Create another MA Code for the Master Address.
140. **Message ID No. and Description:** 1146 MASTER ADDRESS NOT FOUND  
**Source:** The Master Address Code that was entered does not exist on the Address database.  
**Corrective Action:** Key in a valid MA Code that exists on the Address database.
141. **Message ID No. and Description:** 1147 YOU ARE NOT AUTHORIZED TO USE MASTER ADDRESSES  
**Source:** The screen that was accessed works with Master Addresses. The Service Entity in process does not use the Master Address/Associated Address relationship.  
**Corrective Action:** Check the specified Service Entity (LBL ID). Either exit the screen or re-key the Service Entity. Press Enter to validate. If authorized to operate in multiple Service Entities, then check the display of the active Service Entity that appears in the left corner of the screen below the USERID. If it is not the correct Service Entity, use the F9 (CHG ENT) function key to transfer to the Select Service Entity screen. If the Service Entity is supposed to be authorized to use Master Addresses, contact the AMLS DLSC Program Manager.
142. **Message ID No. and Description:** 1148 RUN ID MASTER RECORD MISSING



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**Source:** A system logic error occurred. The Request Identifier Master Record was not found on the database.  
**Corrective Action:** Report the problem to the AMLS DLSC Program Manager. Press F3 (PREV MENU) to exit to the previous menu or F4 (MAIN MENU) to exit to the main menu.

143. **Message ID No. and Description:** 1149 IF MLNG PIC FROM IS ENTERED, MLNG PIC TO IS REQUIRED  
**Source:** If a Mailing Priority Indicator Code From value is entered on the Global Change Address Information screen, then a Mailing Priority Indicator Code To value must also be entered.  
**Corrective Action:** Enter a value in the Mailing Priority Indicator Code To field. Press Enter to verify the specified global changes.
144. **Message ID No. and Description:** 1150 ADDRESS MUST BE VERIFIED FIRST. PRESS ENTER TO VERIFY  
**Source:** A function key was pressed specifying an update to the address before the address information was accessed and displayed on the screen.  
**Corrective Action:** Press Enter to access and display the address information.
145. **Message ID No. and Description:** 1151 NEW ADDRESS CODE CANNOT BE BLANK.  
**Source:** The New Address Code was erased on the screen. The New Address Code must be either the same as the current to indicate no change or a valid format new Address Code to change the Address Code for the address.  
**Corrective Action:** Key in either the current AA Code or the value for the desired New AA Code.
146. **Message ID No. and Description:** 1152 NEW MASTER ADDRESS CODE ALREADY EXISTS ON THE DATABASE  
**Source:** The New Master Address Code entered already exists on the Address database.  
**Corrective Action:** Create another MA Code for the Master Address.
147. **Message ID No. and Description:** 1153 NEW MASTER ADDRESS CODE MUST BE 6 CHARACTERS LONG  
**Source:** The New Master Address Code entered is comprised of less than 6 characters. The MA Code must be a full 6 characters of alphabetic and/or numeric characters. No special characters or blanks are allowed.  
**Corrective Action:** Create another MA Code for the Master Address.
148. **Message ID No. and Description:** 1154 NO ADDRESSES FOUND CONTAINING THE TEXT SEARCH VALUE.  
**Source:** No addresses containing the specified Text Search Value for the In the Clear Mailing Address were found. Note that the In the Clear Mailing Address allows the use of upper and lower case alphabetic characters. Thus "Baltimore" may also be in the database as "BALTIMORE".  
**Corrective Action:** Check the Text Search Value for spelling errors. Try the search using the reverse combination of upper and lower case alphabetic characters.
149. **Message ID No. and Description:** 1155 THERE ARE NO ADDRESSES TO VIEW  
**Source:** This is an informative message. There are no addresses to view for the criteria entered.  
**Corrective Action:** Check the input criteria for keying errors.
150. **Message ID No. and Description:** 1156 NUMBER OF ADDRESSES HAS CHANGED SINCE VERIFY  
**Source:** Another user has performed an update (add or delete) that changed the verification counts for the DLN in process.  
**Corrective Action:** Re-access the Distribution information to verify the new information.
151. **Message ID No. and Description:** 1157 COUNT OF ADDRESSES FROM HAS CHANGED SINCE VERIFY  
**Source:** Another user has performed an update (add or delete) that changed the verification counts for the DLN From in process.

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**Corrective Action:** Re-access the Distribution information to verify the new information.

152. **Message ID No. and Description:** 1158 COUNT OF ADDRESSES TO HAS CHANGED SINCE VERIFY  
**Source:** Another user has performed an update (add or delete) that changed the verification counts for the DLN To in process.  
**Corrective Action:** Re-access the Distribution information to verify the new information.
153. **Message ID No. and Description:** 1160 NO DISTRIBUTION RECORDS FOUND FOR REQUESTED DLN  
**Source:** There is no Distribution information on file for the requested DLN. Check that the Label Identifier (LBL ID) is correct.  
**Corrective Action:** Key in another DLN or another Label Identifier.
154. **Message ID No. and Description:** 1163 THERE ARE NO DLNS AVAILABLE FOR THIS ADDRESS  
**Source:** The F10 (VIEW DLN) function key was pressed but there is no Distribution information for the Associated Address in process.  
**Corrective Action:** None.
155. **Message ID No. and Description:** 1164 INVALID STATE ABBREVIATION  
**Source:** The State Abbreviation entered is not a valid U.S. Postal abbreviation for a state or U.S. possession.  
**Corrective Action:** Key in a valid U.S. Postal abbreviation for a state or U.S. possession.
156. **Message ID No. and Description:** 1165 YOU HAVE NOT SELECTED A DLN TO VIEW  
**Source:** The F10 (VIEW LBL) function key to View an Associated Address in Label Format was pressed but no DLN was tagged.  
**Corrective Action:** Tag one of the DLNs with any non-blank character and press the F10 (VIEW LBL) function key.
157. **Message ID No. and Description:** 1166 TO DLN NOT IN PRODUCT DATABASE  
**Source:** The DLN entered in the Change To field is not a valid DLN on the Product database.  
**Corrective Action:** Key in a valid DLN that exists on the Product database.
158. **Message ID No. and Description:** 1167 FROM DLN HAS NOT BEEN ENTERED  
**Source:** The DLN to change From is a required entry on the Change Distribution screen.  
**Corrective Action:** Enter a DLN for Distribution information that is linked to the Associated Address Code in process.
159. **Message ID No. and Description:** 1168 NO OF SETS < 1 OR HARD COPY REQUESTED & NO OF SETS > 1  
**Source:** The request is for Labels on Hardcopy and the number of sets requested was not 1. Only 1 set of Labels on Hardcopy is allowed. Note that up to 10 sets may be requested for Labels on Label Stock.  
**Corrective Action:** Key in 1 for Number of Hardcopy Sets.
160. **Message ID No. and Description:** 1169 MAXIMUM NUMBER OF LABEL SETS EXCEEDED  
**Source:** The request is for Labels on Label Stock and the number of sets requested was greater than 10. Up to 10 sets may be requested for Labels on Label Stock.  
**Corrective Action:** Key in up to 10 for Number of Label Stock Sets.
161. **Message ID No. and Description:** 1170 MASTER ADDRESS CODE NOT ENTERED  
**Source:** The Master Address Code was not entered.  
**Corrective Action:** Enter a valid MA Code.
162. **Message ID No. and Description:** 1171 A MASTER ADDRESS DOES NOT EXIST FOR THIS ASSOCIATED ADDRESS  
**Source:** An attempt was made to change the Associated Address Code to a new value but the Master Address Code portion (the first 6 characters of the AA Code) does not exist on the Address database.

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**Corrective Action:** Key in a valid AA Code that contains a valid MA Code or exit the screen and go to the Add Master Address screen to create the new Master Address.

163. **Message ID No. and Description:** 1172 NO MATCHES FOUND FOR STATE ABBREV FROM DATA.  
**Source:** This is an informative message. No addresses were found that contain the specified State Abbreviation in the last line of the In the Clear Mailing Address.  
**Corrective Action:** None.
164. **Message ID No. and Description:** 1173 NO MATCHES FOUND FOR ZIP CODE FROM DATA  
**Source:** This is an informative message. No addresses were found that contain the specified Zip Code.  
**Corrective Action:** None.
165. **Message ID No. and Description:** 1174 NO MATCHES FOUND FOR MLNG PIC FROM DATA  
**Source:** This is an informative message. No addresses were found that contain the specified Mailing Priority Indicator Code.  
**Corrective Action:** None.
166. **Message ID No. and Description:** 1175 AT LEAST ONE FROM AND TO PAIR MUST BE ENTERED  
**Source:** In Change DLN Information screen, either the DLN From/To or the Number of Copies (Total DLN Product Per Address) From/To must be entered.  
**Corrective Action:** Key in at least one From/To pair. Press Enter to verify the information.
167. **Message ID No. and Description:** 1176 NO REQUESTS FOUND THAT MATCH SELECTION PARAMETERS  
**Source:** No Label Requests and/or Report Requests were found on the AMLS Request Parameter database for the selection parameters that were entered.  
**Corrective Action:** Try another range of parameters.
168. **Message ID No. and Description:** 1177 SELECTION PARAMETERS NOT ENTERED  
**Source:** No Label Requests and/or Report Requests were entered for the Display Status of Requests.  
**Corrective Action:** Enter either a Date Range or a specific Request Identifier. Press Enter to display the status of the request(s).
169. **Message ID No. and Description:** 1178 NO REQUESTS HAVE BEEN TAGGED FOR DELETE  
**Source:** F6 (COMMIT) was pressed to flag Standard Label Requests for deletion but no requests have been flagged.  
**Corrective Action:** Tag at least one DLN request for deletion with any non-blank character. Press the F6 (COMMIT) function key to update the AMLS Request Parameter database to prevent processing of the DLN request for Standard Labels.
170. **Message ID No. and Description:** 1179 NO VALID DATA TO VIEW  
**Source:** F5 (VIEW ADRS) function key was pressed to View the Addresses affected by the Global Change and no addresses were found for the parameters entered.  
**Corrective Action:** Check the Global Change parameters.
171. **Message ID No. and Description:** 1180 ZIP CODE MUST BE ENTERED FOR A US ADDRESS  
**Source:** The last line of the In the Clear Mailing Address must contain a valid U.S. Postal Abbreviation for a state or U.S. Possession and no zip code was entered.  
**Corrective Action:** Enter a valid U.S. Postal Service zip code format.
172. **Message ID No. and Description:** 1181 NON STANDARD AA CODE USED, PRESS PF6 TO ADD, PF10 TO ADD AA, DIST  
**Source:** This is an informative message. An asterisk was entered in the 7th character position of the Associated Address Code. This is a valid format for the AA Code but it is non-standard usage.  
**Corrective Action:** Press F6 (COMMIT) to add the Associated Address information to the address database or

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press F10 (ADD DIST) to add the Associated Address information to the address database and to transfer automatically to the Add Distribution Information screen.

173. **Message ID No. and Description:** 1182 INSUFFICIENT ADDRESS DATA! AT LEAST TWO LINES MUST BE USED  
**Source:** Only one line of an address was entered in the In the Clear Mailing Address. At least two lines of address are required.  
**Corrective Action:** Key in the remaining portions of the In the Clear Mailing Address text.
174. **Message ID No. and Description:** 1184 ONLY ONE SERVICE ENTITY CAN BE ACTIVE FOR THIS FUNCTION  
**Source:** The screen will only process one Service Entity (LBL ID) at a time. Note that the active Service Entities are displayed in the top left corner of the screen directly below the USERID.  
**Corrective Action:** Press the F9 (CHG ENT) function key to transfer to the Select Service Entity screen.
175. **Message ID No. and Description:** 1185 AN OPERATOR MESSAGE PART 1 MUST BE ENTERED  
**Source:** At least Part 1 of the Operator Message must be entered to specify the form number and/or description of the Label Form Stock for the Label Format.  
**Corrective Action:** Key in the message that will be displayed to the computer operator giving instructions as to the Label Form Stock to be mounted when the Label Format is used.
176. **Message ID No. and Description:** 1186 ORIGINAL ASSOCIATED ADDRESS HAS NOT BEEN ACCESSED  
**Source:** The F6 (COMMIT) function key was pressed on the Change Associated Address Information screen before the original Associated Address information has been accessed.  
**Corrective Action:** Key in the desired AA Code. Press Enter to display the Associated Address information. Type in all desired changes to the address information. Press the F6 (COMMIT) function key when ready to update the address database.
177. **Message ID No. and Description:** 1187 ORIGINAL MASTER ADDRESS HAS NOT BEEN ACCESSED  
**Source:** The F6 (COMMIT) function key was pressed on the Change Master Address Information screen before the original Master Address information has been accessed.  
**Corrective Action:** Key in the desired MA Code. Press Enter to display the Master Address information. Type in all desired changes to the address information. Press the F6 (COMMIT) function key when ready to update the address database.
178. **Message ID No. and Description:** 1188 OVERLAPPING FIELDS  
**Source:** The field definitions for the Tailored Report contain overlapping relative row/column combinations. The address lines cannot overlap any other fields.  
**Corrective Action:** Re-key the field definitions to eliminate the overlapping relative row/columns that are highlighted on the screen.
179. **Message ID No. and Description:** 1189 PRESS PF8 - PAGE DOWN TO VIEW MORE  
**Source:** This is an informative message to indicate that there is more data available to view. The message indicates that the screen is currently displaying the first record that matches the criteria.  
**Corrective Action:** Press the F8 (PAGE DOWN) function to view additional data.
180. **Message ID No. and Description:** 1190 PRESS PF7 - PAGE UP OR PF8 - PAGE DOWN TO VIEW MORE  
**Source:** This is an informative message to indicate that there is more data available to view. The message indicates that both the Page Up and the Page Down function keys are active.  
**Corrective Action:** Press the F7 (PAGE UP) function to view previously viewed data. Press the F8 (PAGE DOWN) function to view additional data.
181. **Message ID No. and Description:** 1191 PRESS PF7 - PAGE UP TO VIEW MORE

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**Source:** This is an informative message to indicate that there is no more data available to view. The message indicates that the screen is currently displaying the last record that matches the criteria.  
**Corrective Action:** Press the F7 (PAGE UP) function to view previously viewed data.

182. **Message ID No. and Description:** 1193 PF5 IS NOT VALID AT THIS POINT  
**Source:** The F5 (MORE DLN) function key to clear the Distribution change information is not valid before the Associated Address and Distribution information has been accessed.  
**Corrective Action:** Key in the AA Code and the Distribution change information and press Enter to display the address information and validate the Distribution change information.
183. **Message ID No. and Description:** 1194 PRESS PF6 TO ADD DATA TO FILES  
**Source:** This is an informative message to indicate that the data has been validated.  
**Corrective Action:** Press the F6 (COMMIT) function key to update the database.
184. **Message ID No. and Description:** 1195 PRESS PF6 TO DELETE ADDRESS, PF2 TO SELECT DIFFERENT ADDRESS  
**Source:** This is an informative message to indicate that the data has been validated.  
**Corrective Action:** Press the F6 (COMMIT) function key to delete the address from the database or press the F2 (CLEAR SCR) to clear the screen for the entry of another Master Address Code.
185. **Message ID No. and Description:** 1196 PF8 - PAGE DOWN IS NOT A VALID KEY  
**Source:** Function key F8 (PAGE DOWN) was pressed but the last record to view is already displayed.  
**Corrective Action:** Press a different function key.
186. **Message ID No. and Description:** 1197 PF7 - PAGE UP IS NOT A VALID KEY  
**Source:** Function key F7 (PAGE UP) was pressed but the first record to view is already displayed.  
**Corrective Action:** Press a different function key.
187. **Message ID No. and Description:** 1198 PF7-PAGE UP AND PF8-PAGE DOWN ARE NOT ACTIVE  
**Source:** There is no data to view.  
**Corrective Action:** Press a different function key.
188. **Message ID No. and Description:** 1199 PRODUCT COUNT HAS CHANGED SINCE VERIFICATION  
**Source:** Another user has updated (added or deleted) Distribution information for the same DLN in process.  
**Corrective Action:** Press Enter to display the current Distribution statistics.
189. **Message ID No. and Description:** 1200 PRODUCT TITLE MUST BE ENTERED  
**Source:** The Product Title is required for all new DLN products.  
**Corrective Action:** Key in the Product Title up to 20 characters long. Note that special characters (punctuation) are allowed.
190. **Message ID No. and Description:** 1201 ENTER NOT VALID - PRESS A PF KEY FOR THE DESIRED FUNCTION  
**Source:** The Enter key has no meaning for this screen.  
**Corrective Action:** Press the F7 (PAGE UP) or the F8 (PAGE DOWN) function key.
191. **Message ID No. and Description:** 1202 REQUEST HAS BEEN DELETED  
**Source:** This is an informative message.  
**Corrective Action:** The specified ad hoc report request or tailored label request has been flagged as deleted.
192. **Message ID No. and Description:** 1203 PRESS PF6 TO VIEW LABEL DEFINITIONS AND PROCESS DELETE  
**Source:** This is an informative message.  
**Corrective Action:** Press F6 (PROCESS) to view the Label Field Definitions screen. The Label Format/Label Field Definition information can be deleted only by viewing both screens.

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193. **Message ID No. and Description:** 1204 CANNOT DELETE - REQUEST HAS ALREADY BEEN PROCESSED  
**Source:** The specified ad hoc report request or tailored label request cannot be flagged for deletion because it has already been processed.  
**Corrective Action:** None.
194. **Message ID No. and Description:** 1206 IF STATE ABBREV FROM IS ENTERED, STATE ABBREV TO IS REQUIRED.  
**Source:** If a State Abbreviation From value is entered on the Global Change Address Information screen, then a State Abbreviation To value must also be entered.  
**Corrective Action:** Enter a value in the State Abbreviation To field. Press Enter to verify the specified global changes.
195. **Message ID No. and Description:** 1208 TAG UP TO 10 ENTITIES. PRESS ENTER TO SELECT, PF6 TO PROCESS  
**Source:** This is an informative message.  
**Corrective Action:** Select by tagging with any non-blank character up to 10 Service Entities to operate in. Press F6 (PROCESS) to select the Service Entities and to update the display. Press F5 (PREV SCR) to return to the previous screen.
196. **Message ID No. and Description:** 1209 YOU MUST TAG AT LEAST ONE SERVICE ENTITY  
**Source:** F6 (PROCESS) was pressed but no Service Entities were tagged.  
**Corrective Action:** Select by tagging with any non-blank character up to 10 Service Entities to operate in. Press F6 (PROCESS) to select the Service Entities and to update the display. Then press F5 (PREV SCR) to return to the previous screen.
197. **Message ID No. and Description:** 1210 TOTAL NUMBER OF COPIES HAS CHANGED SINCE ACCESSED FOR VERIFY  
**Source:** Another user has updated (added or deleted) Distribution information for the same DLN in process.  
**Corrective Action:** Press Enter to display the current Distribution statistics.
198. **Message ID No. and Description:** 1211 TO DISTRIBUTION ALREADY EXISTS FOR THIS ADDRESS  
**Source:** One DLN Distribution record is being changed to a DLN for which the AA Code already has distribution.  
**Corrective Action:** Check the DLNs for errors.
199. **Message ID No. and Description:** 1212 TO DLN MUST BE 10 CHARACTERS LONG  
**Source:** The DLN To entry is invalid; less than 10 characters were entered.  
**Corrective Action:** Key in a valid DLN that exists on the Product Database. Note that the DLN must be 10 characters long and must be all alphabetic and/or numeric characters.
200. **Message ID No. and Description:** 1213 TOO MANY SELECT PARMS - ENTER DATES OR REQUEST ID, NOT BOTH  
**Source:** Both a Date From/To Range and a specific Request Identifier were entered to inquire the status of requests.  
**Corrective Action:** Key in either a Date From/To Range or a specific Request Identifier, but do not key in both.
201. **Message ID No. and Description:** 1214 TOO MANY SERVICE ENTITIES SELECTED, MAXIMUM IS 10  
**Source:** More than 10 Service Entities were tagged on the Select Service Entity screen.  
**Corrective Action:** Select by tagging with any non-blank character up to 10 Service Entities to operate in. Press F6 (PROCESS) to select the Service Entities and to update the display. Then press F5 (PREV SCR) to return to the previous screen.
202. **Message ID No. and Description:** 1215 ALL DLNS ADDED, PRESS PF2 TO ADD MORE  
**Source:** This is an informative message.

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**Corrective Action:** All the Distribution information for the specified list of DLNs were added to the Distribution database. Press the F2 (CLEAR SCR) function key to clear the screen for entry of more DLN Distribution information.

203. **Message ID No. and Description:** 1216 DATABASE UPDATED - ENTER NEXT DLN  
**Source:** This is an informative message.  
**Corrective Action:** The Distribution information for the specified DLN was changed on the Distribution database. Press the F2 (CLEAR SCR) function key to clear the screen for entry of more DLN Distribution information.
204. **Message ID No. and Description:** 1217 USING A wildcard DLN! MUST VERIFY FIRST - PRESS ENTER  
**Source:** The specified DLN input field makes use of the wildcard character ("\*") to add or delete groups of distribution information. The data must be verified before applying the updates to the Distribution database.  
**Corrective Action:** Press Enter to display the counts of DLN/ Distribution records that will be affected by the update.
205. **Message ID No. and Description:** 1218 ENTER CHANGES, PRESS ENTER TO VERIFY, PF6 TO CHG FIELD DEFINITIONS  
**Source:** This is an informative message.  
**Corrective Action:** Enter any changes to the Label Format information. Press the F6 (PROCESS) function key to transfer to the Change Label Field Definitions screen.
206. **Message ID No. and Description:** 1219 PRESS PF6 TO CHANGE FIELD DEFINITIONS  
**Source:** This is an informative message to indicate that all changes to the Label Format information are valid.  
**Corrective Action:** Press the F6 (PROCESS) function key to transfer to the Change Label Field Definitions screen.
207. **Message ID No. and Description:** 1220 PRESS PF6 TO ADD LABEL REQUEST  
**Source:** This is an informative message.  
**Corrective Action:** Press the F6 (COMMIT) function key to add the DLN Standard Label request to the AMLS Request Parameter database.
208. **Message ID No. and Description:** 1221 PRESS PF6 TO ADD FORMAT  
**Source:** This is an informative message.  
**Corrective Action:** Press the F6 (COMMIT) function key to add the Label Format/ Label Field Definitions to the Label Format database.
209. **Message ID No. and Description:** 1222 PRESS PF6 TO UPDATE REQUEST PARAMETER FILE  
**Source:** This is an informative message.  
**Corrective Action:** Press the F6 (COMMIT) function key to update the AMLS Request Parameter database with the ad hoc request.
210. **Message ID No. and Description:** 1223 PRESS PF6 TO PROCESS DELETE  
**Source:** This is an informative message.  
**Corrective Action:** Press the F6 (COMMIT) function key to delete the Distribution information from the database.
211. **Message ID No. and Description:** 1224 PRESS PF6 TO ENTER TAILORED SELECTION CRITERIA  
**Source:** This is an informative message to indicate that the Tailored Report Field Definition information is valid.  
**Corrective Action:** Press the F6 (COMMIT) function key to transfer to the Enter Tailored Selection Criteria screen.
212. **Message ID No. and Description:** 1225 VERIFIED, PRESS PF6 TO ADD DATA TO FILE  
**Source:** This is an informative message to indicate that the Distribution information is valid.

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**Corrective Action:** Press the F6 (COMMIT) function key to add the Distribution information for the AA Code to the database.

213. **Message ID No. and Description:** 1226 VERIFIED, PRESS PF6 TO CHANGE  
**Source:** This is an informative message to indicate that the changes are valid.  
**Corrective Action:** Press the F6 (COMMIT) function key to change the database.
214. **Message ID No. and Description:** 1227 VERIFIED, PRESS PF6 TO ADD, PF10 TO ADD MA AND AA  
**Source:** This is an informative message to indicate that the new Master Address information is valid.  
**Corrective Action:** Press the F6 (COMMIT) function key to add the Master Address to the database. Press the F10 (ADD AA) function key to add the Master Address to the database and to transfer automatically to the Add Associated Address screen.
215. **Message ID No. and Description:** 1228 VERIFIED, PF6 TO ADD, PF10 TO ADD AA AND DISTRIBUTIONS  
**Source:** This is an informative message to indicate that the new Associated Address information is valid.  
**Corrective Action:** Press the F6 (COMMIT) function key to add the Associated Address to the database. Press the F10 (ADD DIST) function key to add the Associated Address to the database and to transfer automatically to the Add Distribution to Associated Address screen.
216. **Message ID No. and Description:** 1230 IF ZIP CODE FROM IS ENTERED, ZIP CODE TO IS REQUIRED  
**Source:** If a Zip Code From value is entered on the Global Change Address Information screen, then a Zip Code To value must also be entered.  
**Corrective Action:** Enter a value in the Zip Code To field. Press Enter to verify the specified global changes.
217. **Message ID No. and Description:** 1231 ZIP CODE FORMAT NOT VALID  
**Source:** The last line of the In the Clear Mailing Address contains a valid U.S. Postal abbreviation for a state or U.S. possession but the format of the Zip Code is not a valid U.S. format.  
**Corrective Action:** Key in a Zip Code that is either 5 numeric digits or 5 numeric digits, a hyphen, and 4 numeric digits. The portion of the zip code that is 5 numeric digits cannot be all zeroes.
218. **Message ID No. and Description:** 1233 PF2 TO DELETE MORE, PF5 TO SELECT A DIFFERENT ADDRESS  
**Source:** This is an informative message to indicate that all the listed DLN/Distribution information was successfully deleted.  
**Corrective Action:** Press the F2 (CLEAR SCR) function key to clear the list of DLNs for input of another list or press the F5 (PREV SCR) function key to return to the Delete Distribution by Specific DLN screen.
219. **Message ID No. and Description:** 1234 DLNS CANNOT BE ENTERED WITH PF10 - FIND ALL  
**Source:** Specific DLNs were entered to display Distribution statistics and the F10 (FIND ALL) function key was pressed. These two functions are mutually exclusive.  
**Corrective Action:** Either key in a list of DLNs or press the F2 (CLEAR SCR) function key and then press the F10 (FIND ALL) function key to display Distribution statistics for all active DLNs.
220. **Message ID No. and Description:** 1235 INVALID CHARACTER IN DLN  
**Source:** The DLN must be 10 alphabetic and/or numeric characters long. Blanks and special characters are not allowed.  
**Corrective Action:** Key in a valid DLN that exists on the Product database.
221. **Message ID No. and Description:** 1236 INVALID USE OF wildcard CHARACTER IN DLN  
**Source:** The wildcard "\*" character in the DLN field cannot be the first character in the DLN. It must not be followed by any non-blank characters, for example, C1\* is valid, C1\*00 is invalid, \*12 is invalid.  
**Corrective Action:** Key in a valid DLN or partial DLN with a wildcard character.
222. **Message ID No. and Description:** 1237 NO DLNS FOUND FOR SELECTED SERVICE ENTITIES



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**Source:** This is an informative message to indicate that no Distribution statistics exist for the selected Service Entities.

**Corrective Action:** None.

223. **Message ID No. and Description:** 1238 ENTER DLN & PRODUCT TITLE, PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Enter a validly formatted new DLN and Product Title. Press Enter to validate the new Product information.
224. **Message ID No. and Description:** 1239 ENTER DLN TO DELETE, PRESS ENTER  
**Source:** This is an informative message.  
**Corrective Action:** Enter the DLN that is to be deleted. Press Enter to display the current Distribution statistics for the DLN.
225. **Message ID No. and Description:** 1240 ENTER FIELDS TO CHANGE, PRESS ENTER TO VERIFY  
**Source:** This is an informative message.  
**Corrective Action:** Enter the new information by typing over the current information. Press Enter to validate the changes.
226. **Message ID No. and Description:** 1241 ENTER LABEL FORMAT INFORMATION, PRESS ENTER TO VERIFY  
**Source:** This is an informative message.  
**Corrective Action:** Enter the new Label Format information. Press Enter to validate the new Label Format information.
227. **Message ID No. and Description:** 1242 ENTER KEY IS NOT ACTIVE  
**Source:** An attempt to re-update the information was made by typing over the information that was last updated.  
**Corrective Action:** Press the F2 (CLEAR SCR) function key to clear the screen for additional input.
228. **Message ID No. and Description:** 1243 LABEL FORMAT ID MUST BE A-Z, 1-9. NO SPECIAL CHARACTERS ALLOWED  
**Source:** The Label Format Identifier must be 2 alphabetic and/or numeric characters long. Blanks and special characters are not allowed.  
**Corrective Action:** Key in a valid Label Format Identifier.
229. **Message ID No. and Description:** 1244 LABEL FORMAT HAS BEEN ADDED  
**Source:** This is an informative message to indicate that the Label Format/Label Field Definition was added to the Label Format database.  
**Corrective Action:** None.
230. **Message ID No. and Description:** 1245 ENTER LABEL FORMAT ID, PRESS ENTER TO DISPLAY  
**Source:** This is an informative message.  
**Corrective Action:** Key in a Label Format Identifier that exists on the Label Format database. Press Enter to display the Label Format information.
231. **Message ID No. and Description:** 1246 PRESS PF5 TO DISPLAY LABEL FIELD DEFINITION INFORMATION  
**Source:** This is an informative message.  
**Corrective Action:** Press the F5 (FIELD DEF) to display the Label Field Definition information.
232. **Message ID No. and Description:** 1247 TAGGED ITEMS PROCESSED. TAG MORE OR PRESS PF5 TO RETURN  
**Source:** This is an informative message.  
**Corrective Action:** Either press F7 (PAGE UP) or F8 (PAGE DOWN) and tag more Service Entities or press

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F5 (PREV SCR) to return to the previous screen.

233. **Message ID No. and Description:** 1248 REQUEST IS NOT YET AVAILABLE FOR DELETION  
**Source:** Another user is still adding selection parameters to the Request Identifier.  
**Corrective Action:** Try later to delete the ad hoc request for tailored labels or ad hoc reports.
234. **Message ID No. and Description:** 1293 AA DATA ADDED, PRESS PF2 FOR NEXT AA OR PF10 TO ADD DISTRIBUTION  
**Source:** This is an informative message to indicate that the Associated Address information has been added to the address database.  
**Corrective Action:** Press the F2 (CLEAR SCR) function key to clear the screen for keying the next Associated Address information or press F10 (ADD DIST) to add the Associated Address information to the address database and to transfer automatically to the Add Distribution to Associated Address screen.
235. **Message ID No. and Description:** 1294 ZZ,ZZ9 DISTRIBUTIONS POSSIBLE, ZZ,ZZ9 TOTAL EXISTING DISTRIBUTION  
**Source:** This is an informative message to indicate the Distribution statistics for the add Distribution using the DLN wildcard option.  
**Corrective Action:** Press the F6 (COMMIT) function key to add the Distribution information if the statistics appear to be reasonable.
236. **Message ID No. and Description:** 1295 DISTRIBUTION ALREADY EXISTS FOR THIS AA  
**Source:** The Associated Address already receives distribution of the specified DLN.  
**Corrective Action:** Key in another DLN.
237. **Message ID No. and Description:** 1296 DISTRIBUTION ADDED SINCE VERIFY  
**Source:** Another user has performed an update that added the DLN in process to the AA Code in process.  
**Corrective Action:** None.
238. **Message ID No. and Description:** 1297 ZZZ,ZZ9 DIST ADDED, PF2 FOR NEXT AA OR PF10 TO ADD LIST OF DIST  
**Source:** This is an informative message to indicate the number of Distribution records added as a result of using the DLN wildcard option.  
**Corrective Action:** Press the F2 (CLEAR SCR) function key to clear the screen for keying the next Associated Address information or press F10 (ADD DIST) to add the Associated Address information to the address database and to transfer automatically to the Add Distribution to Associated Address screen.
239. **Message ID No. and Description:** 1299 ONLY ONE ITEM MAY BE TAGGED  
**Source:** More than one DLN item was tagged to display the address in label format.  
**Corrective Action:** Tag only one item at a time with any non-blank character. Press F10 (VIEW LBL) function key to transfer to the View Address in Label Format screen.
240. **Message ID No. and Description:** 1301 UPDATED, PRESS PF2 FOR A DIFFERENT AA OR PF5 FOR A DIFFERENT DLN  
**Source:** This is an informative message to indicate that the specified Distribution information was changed.  
**Corrective Action:** Press the F2 (CLEAR SCR) function key to clear the screen for the next AA Code or F5 (NEXT DLN) to clear the Distribution fields for input.
241. **Message ID No. and Description:** 1302 VERIFIED, PRESS PF5, OR PF6 TO UPDATE  
**Source:** This is an informative message to indicate that the change Distribution information is valid.  
**Corrective Action:** Press the F5 (NEXT DLN) function key to change the specified Distribution information and to clear the Distribution fields for input or press the F6 (COMMIT) function to change the specified Distribution information and to leave the information displayed on the screen.
242. **Message ID No. and Description:** 1303 NO DISTRIBUTION FOUND FOR THIS AA

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**Source:** The specified Associated Address Code does not receive any DLN product distribution.  
**Corrective Action:** None.

243. **Message ID No. and Description:** 1304 ZZZ,ZZ9 TOTAL DISTRIBUTIONS THAT MATCH wildcard DLN  
**Source:** This is an informative message to indicate the number of DLNs that match the wildcard DLN.  
**Corrective Action:** Press the F6 (COMMIT) function key to add distribution for all the DLNs that matched the wildcard or press the F10 (ADD LIST) function key to add distribution for all the DLNs that matched the wildcard and to transfer automatically to the Add List of Distribution screen.
244. **Message ID No. and Description:** 1305 DELETED, PRESS PF2 FOR DIFFERENT AA OF PF5 FOR NEXT DLN  
**Source:** This is an informative message to indicate that the specified Distribution information was deleted.  
**Corrective Action:** Press the F2 (CLEAR SCR) function key to clear the screen for input of another AA Code or press the F5 (NEXT DLN) function key to clear the Distribution fields for input of other Distribution information.
245. **Message ID No. and Description:** 1306 VERIFIED, PRESS PF5, OR PF6 TO DELETE DISTRIBUTION(S)  
**Source:** This is an informative message.  
**Corrective Action:** Press the F5 (MORE DLN) function key to delete the distribution information and to clear the screen for the next DLN to delete; or press the F6 (COMMIT) function key to delete the distribution information but to leave the current information displayed on the screen.
246. **Message ID No. and Description:** 1307 ASSOCIATED ADDRESS HAS NOT BEEN ACCESSED, PRESS ENTER TO ACCESS  
**Source:** The Associated Address information has not been accessed for verification before the F6 (COMMIT) function key was pressed to update the database.  
**Corrective Action:** Press Enter to display the Associated Address information for verification. Then press the F6 (COMMIT) function key to update the database.
247. **Message ID No. and Description:** 1308 ONLY ONE 'FROM' AND 'TO' ENTRY IS ALLOWED  
**Source:** Only one From/To combination can be entered at one time for a Global Change.  
**Corrective Action:** Process the From/To combinations in separate passes.
248. **Message ID No. and Description:** 1310 'FROM' DATA CANNOT EQUAL 'TO' DATA  
**Source:** The From parameter specified is the same as the To parameter. Nothing will be changed on the database.  
**Corrective Action:** Re-key the From/To information.
249. **Message ID No. and Description:** 1311 ENTER NEXT DLN  
**Source:** This is an informative message.  
**Corrective Action:** Enter the next DLN to delete distribution.
250. **Message ID No. and Description:** 1312 ZIP CODE FROM AND ZIP CODE TO MUST BE THE SAME LENGTH  
**Source:** The Zip Code From and the Zip Code To change information must be the same number of characters for the Global Change of Address information.  
**Corrective Action:** Re-key the Zip Code From and/or the Zip Code To.
251. **Message ID No. and Description:** 1313 ZIP CD TO NOT VALID FOR ALL ADDRESSES, PF5 TO VIEW, PF6 TO CHANGE  
**Source:** This is an informative message. The Zip Code From matches Zip Codes that are in valid U.S. Post Office format for states or U.S. possessions but the Zip Code To will not result in a valid format for a state or U.S. possession. The changes will not be applied to the addresses that contain a valid U.S. state or possession abbreviation in the last line of the In the Clear Mailing Address.  
**Corrective Action:** Press the F5 (VIEW ADRS) function key to view the addresses affected by the global change

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or press the F6 (COMMIT) function key to update the address information with the changes specified.

252. **Message ID No. and Description:** 1314 SOME ADDRESSES MAY BE TRUNCATED, PF5 TO VIEW, PF6 TO CHANGE  
**Source:** This is an informative message to indicate that the Global Change of Address Text information will result in some lines of the In the Clear Mailing Address being truncated.  
**Corrective Action:** Press the F5 (VIEW ADRS) function key to view the addresses affected by the global change or press the F6 (COMMIT) function key to update the address information with the changes specified. Note that the View Address Before Global Change screen will highlight the lines of the In the Clear Mailing Address that will be truncated by the Global Change.
253. **Message ID No. and Description:** 1315 SOME ADDRESSES TRUNCATED, GLOBAL CHANGE COMPLETE  
**Source:** This is an informative message to indicate that the Global Change of Address Text information resulted in some lines of the In the Clear Mailing Address being truncated.  
**Corrective Action:** None.
254. **Message ID No. and Description:** 1316 NON STANDARD AA CODE USED. PRESS PF6 TO UPDATE THE ASSOC ADRS.  
**Source:** This is an informative message.  
**Corrective Action:** The seventh position of the Associated Address Code contained "\*" which is non-standard usage. Press F6 (COMMIT) function key to change the Associated Address Code on the database.
255. **Message ID No. and Description:** 1317 INVALID REQUEST - THE LBL-ID ENTERED DOES NOT USE DLNS  
**Source:** The specified Label Identifier (Service Entity) does not receive DLN product distribution.  
**Corrective Action:** Check the Label Identifier specified in the Standard Label Request.
256. **Message ID No. and Description:** 1318 INVALID REQUEST - DLN NOT FOUND FOR THE LBL-ID ENTERED  
**Source:** The specified Label Identifier (Service Entity) does not have any addresses that receive the specified DLN.  
**Corrective Action:** Re-key either the Label Identifier or the DLN.
257. **Message ID No. and Description:** 1319 AT LEAST ONE LBL-ID MUST BE ENTERED FOR EACH DLN  
**Source:** The Label Identifier (Service Entity) is blank.  
**Corrective Action:** Key in a valid Label Identifier that has addresses that receive the specified DLN.
258. **Message ID No. and Description:** 1320 FORM TYPE MUST BE L (LABELS), H (HAROPY), OR B (BOTH).  
**Source:** The Label Form Type is invalid.  
**Corrective Action:** Enter H for labels on Hardcopy, L for labels on Label stock, or B for labels on both Hardcopy and Label stock.
259. **Message ID No. and Description:** 1321 NUMBER OF LABEL SETS MUST BE NUMERIC.  
**Source:** The Number of Label Sets is invalid. Blanks or non-numeric characters were entered.  
**Corrective Action:** Key in a valid number. If the Form Type is H (Hardcopy) then the Number of Label Sets must be 1. If the Form Type is L (Label stock) or B (both Hardcopy and Label stock), then the Number of Label Sets must be 1 - 10.
260. **Message ID No. and Description:** 1322 THIS PAGE MUST FIRST BE UPDATED BY USING THE PF6 KEY  
**Source:** The F7 (PAGE UP) or the F8 (PAGE DOWN) function key was pressed before the information on the current screen display was updated by pressing the F6 (COMMIT) function key.  
**Corrective Action:** Press the F6 (COMMIT) function key to update the AMLS Request Parameter database with the new information entered on the current screen.

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261. **Message ID No. and Description:** 1325 INVALID ZIP CODE, PF7 - PAGE UP, PF8 - PAGE DOWN ARE NOT VALID  
**Source:** This is an informative message to indicate that the Global Change will cause the address currently displayed to have an invalid Zip Code. The update to the Zip Code will not be made. Additionally this message indicates that only one address matched the Global Change criteria, thus the F7 (PAGE UP) and F8 (PAGE DOWN) do not apply to the Global Change in process.  
**Corrective Action:** Press the F5 (PREV SCR) function key to return to the Global Change Address Information screen.
262. **Message ID No. and Description:** 1326 INVALID ZIP CODE, PF7 - PAGE UP TO VIEW MORE  
**Source:** This is an informative message to indicate that the Global Change will cause the address currently displayed to have an invalid Zip Code. The update to the Zip Code will not be made. Additionally this message indicates that the screen is displaying the last address that matched the Global Change criteria.  
**Corrective Action:** Press the F7 (PAGE UP) function key to view the previously displayed address. Press the F5 (PREV SCR) function key to return to the Global Change Address Information screen.
263. **Message ID No. and Description:** 1327 INVALID ZIP CODE, PF8 - PAGE DOWN TO VIEW MORE  
**Source:** This is an informative message to indicate that the Global Change will cause the address currently displayed to have an invalid Zip Code. The update to the Zip Code will not be made. Additionally this message indicates that the screen is displaying the first address that matched the Global Change criteria.  
**Corrective Action:** Press the F8 (PAGE DOWN) function key to view the next address. Press the F5 (PREV SCR) function key to return to the Global Change Address Information screen.
264. **Message ID No. and Description:** 1332 INVALID ZIP CODE, PF7 - PAGE UP, PF8 - PAGE DOWN TO VIEW MORE  
**Source:** This is an informative message to indicate that the Global Change will cause the address currently displayed to have an invalid Zip Code. The update to the Zip Code will not be made.  
**Corrective Action:** Press the F7 (PAGE UP) function key to view the previously displayed address. Press the F8 (PAGE DOWN) function key to view the next address. Press the F5 (PREV SCR) function key to return to the Global Change Address Information screen.
265. **Message ID No. and Description:** 1333 TAG ENTRIES TO DELETE AND THEN PRESS ENTER TO VERIFY  
**Source:** This is an informative message.  
**Corrective Action:** Tag with any non-blank character the Standard Label Request to be deleted. Press Enter to verify the delete. If the Standard Label Request to be deleted is not on the current screen, press the F7 (PAGE UP) function key to view the previously displayed screen or press the F8 (PAGE DOWN) function key to view the next address.
266. **Message ID No. and Description:** 1334 PRESS ENTER TO VERIFY  
**Source:** F6 (COMMIT) function key was pressed before the information was verified.  
**Corrective Action:** Tag with any non-blank character the Standard Label Request to be deleted. Press Enter to verify the delete.
267. **Message ID No. and Description:** 1336 THE DATABASE MUST FIRST BE UPDATED USING THE PF6 KEY  
**Source:** At least one Standard Label Request was tagged for deletion and either F7 (PAGE UP) or F8 (PAGE DOWN) function key was pressed without having pressed F6 (COMMIT) to update the AMLS Request Parameter database with the deletions.  
**Corrective Action:** Press the F6 (COMMIT) function key to update the AMLS Request Parameter database with the deletions.
268. **Message ID No. and Description:** 1337 PRIORITY INDICATOR CD MUST BE 1, 2, 3, OR 4  
**Source:** The Priority Indicator Code is invalid.  
**Corrective Action:** Enter a valid Priority Indicator Code (1 or 2 for the next peak processing; 3 or 4 for the next

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offpeak processing). No entry will result in off-peak processing.

269. **Message ID No. and Description:** 1338 REQUEST PARAMETER HAS BEEN ADDED  
**Source:** This is an informative message to indicate that the AMLS Request Parameter database has been updated with the new request.  
**Corrective Action:** None.
270. **Message ID No. and Description:** 1339 PRESS PF 6 TO DEFINE LABEL SORT SEQUENCE AND PRINT LOCATIONS  
**Source:** This is an informative message to indicate that the Label Format information is validated.  
**Corrective Action:** Press the F6 (PROCESS) function key to transfer to the Label Field Definition screen.
271. **Message ID No. and Description:** 1340 AT LEAST ONE SELECTION OPTION MUST BE ENTERED  
**Source:** No selection criteria was specified.  
**Corrective Action:** Key in the desired tailored selection criteria.
272. **Message ID No. and Description:** 1341 AN ENTRY IN ZIP CODE SEQUENCE OR ROW IS NOT VALID FOR PSMAT LABELS  
**Source:** The Label Format Identifier is "PS" (PSMAT) and values were keyed in for Zip Code Sequence and/or Zip Code Relative Row Number. These fields does not apply to PSMAT label processing.  
**Corrective Action:** Key in spaces for the Zip Code Sequence and the Zip Code Relative Row Number.
273. **Message ID No. and Description:** 1342 PF6 IS INVALID, USE PF10 TO SAVE THIS REQUEST  
**Source:** The F6 (COMMIT) function key was pressed repeatedly.  
**Corrective Action:** Press the F10 (ADD MORE) function key to add the tailored selection criteria to the AMLS Request Parameter database and to clear the parameter input fields to add another set of criteria to the Request Identifier in process.
274. **Message ID No. and Description:** 1343 INVALID USE OF COMMA  
**Source:** The numeric input contained a comma that was out of place.  
**Corrective Action:** Key in a validly formatted number.
275. **Message ID No. and Description:** 1344 INVALID USE OF DECIMAL  
**Source:** The numeric input contained a decimal point that was out of place.  
**Corrective Action:** Key in a validly formatted number.
276. **Message ID No. and Description:** 1345 INVALID FORMAT - ENTER 6 DIGITS MAXIMUM, NO DECIMAL ALLOWED  
**Source:** The number entered for Number of Copies (Total DLN Product Per Address) contained a decimal point.  
**Corrective Action:** Key in an integer number.
277. **Message ID No. and Description:** 1346 AT LEAST ONE "TO" ENTRY IS REQUIRED  
**Source:** The F6 (COMMIT) function key was pressed but no "To" change information was specified.  
**Corrective Action:** Key in the desired change information.
278. **Message ID No. and Description:** 1347 AT LEAST ONE ROW SELECTION MUST BE ENTERED  
**Source:** At least one Relative Row Number must be specified for a Label Format/Label Field Definition.  
**Corrective Action:** Key in at least one Relative Row Number.
279. **Message ID No. and Description:** 1348 DLN TITLE ROW MAY ONLY MATCH MLNG PIC, DLN, AND DLN QUANTITY ROWS  
**Source:** The DLN Title (Product Title) Relative Row overlaps a Relative Row for a field other than: Mailing Priority Indicator Row, DLN and DLN Quantity (Total DLN Product Per Address). The Relative Row Number for the DLN Title may only match that for Mailing Priority Indicator Code, DLN and/or DLN

**APPENDIX C**  
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Quantity.

**Corrective Action:** Key in Relative Row specifications that do not overlap.

280. **Message ID No. and Description:** 1349 MA/AA ROW MAY ONLY MATCH LBL ID ROW  
**Source:** The Master Address/ Associated Address Relative Row overlaps a Relative Row for a field other than Label Identifier Row. The Relative Row Number for the MA/AA Code may only match that for Label Identifier.  
**Corrective Action:** Key in Relative Row specifications that do not overlap.
281. **Message ID No. and Description:** 1350 NO. OF COPIES MUST BE ENTERED  
**Source:** The Number of Copies (Total DLN Product Per Address) was not keyed in. It is a required input field.  
**Corrective Action:** Key in a valid Number of Copies from 1 to 999,999.
282. **Message ID No. and Description:** 1351 ENTER AT MOST 2 DIGITS TO LEFT AND 3 DIGITS TO RIGHT OF DECIMAL  
**Source:** The numeric input was not correctly formatted. The expected input should be a measurement in inches with 2 leading digits and 3 decimal digits.  
**Corrective Action:** Key in a valid measurement in inches.
283. **Message ID No. and Description:** 1352 REQUEST HAS ALREADY BEEN DELETED  
**Source:** The F6 (COMMIT) function key has been pressed multiple times.  
**Corrective Action:** None.
284. **Message ID No. and Description:** 1353 REQUEST PRIORITY HAS BEEN MODIFIED  
**Source:** This is an informative message to indicate that the Priority Indicator Code for a Standard Label Request has been modified.  
**Corrective Action:** None.
285. **Message ID No. and Description:** 1354 LABEL CONTROL NUMBER IS NOT AVAILABLE  
**Source:** Another user is in the process of modifying the request parameters to the Label Control Number to be accessed.  
**Corrective Action:** Access the Label Control Number later.
286. **Message ID No. and Description:** 1355 INVALID ENTRY - INCLUDE MA MUST = "N" IF ALL ADRS FOR ENTITY = "N"  
**Source:** The Include MA option = "Y" (for yes to include MAs in the tailored selection) but the Include all Associated Addresses for the Entity option = "N". In order to include MAs in the tailored selection, all AAs must also be included.  
**Corrective Action:** Valid combinations are AA=Y & MA=Y, AA=Y & MA=N, or AA=N & MA=N. Press Enter to validate the tailored selection criteria.

## APPENDIX D

### PC DOWNLOAD PROCEDURES

**AMLS PC Download Procedure.** There are two ways in which you can create a download file. One is by pressing the F11 key from a NIIN Output View screen (to receive a file just for that view). The second way to download a file is after you have accessed the Select Inquiry Output options screen by either entering LOLOUT in the screen code field or by pressing F10 when defined as Change Output Options. Enter a 'D' for Download in the Output Media Field. You may also define your Output Data Segment View at the same time. To exit, press F6 (PROCESS) to process your defined inquiry request or press F9 (SPECIFIC DATA ELEMENTS) to further tailor output format of the data segment views, or F5 to return you to the originating screen saving the selections you just made.

After the inquiry has been completed, you must exit LOLA completely by pressing F4 to return to the Main Menu and pressing F3 to quit which will return you to the LOGRUN Selection Menu screen. Press the F key assigned for PC Download.

The following screen will display:

```
ICH700011 USERID LAS1 ACCESS AT 00:00:00 ON MONDAY, DATE
USERID LOGIN IN PROGRESS AT 00:00:00 ON DATE
```

```
*****
*                                     *
*               This is the          *
*               Defense Logistics    *
*               Services Center      *
*               MVS ESA TSO Facility *
*                                     *
*               The material herein  *
*               is subject to        *
*               restricted access.   *
*               Access without      *
*               proper, prior,      *
*               documented           *
*               approval is         *
*               expressly            *
*               prohibited.         *
*                                     *
*****
```

```
ISPFDL0D
***
```

#### PC Download Screen Diagram

After the three asterisks appear on the screen, press the <ENTER> key. The PC Download Option Menu is displayed (see PC Download Option Menu Diagram). Type a '1' at the OPTION field and press the <ENTER> key. This will extract your file (keyed by your USERID) from the Download Table and generate a personal file for your USERID (Filename = USERID.PD.DOWNLOAD). A new screen with a message showing a condition code of 0 will display (see Extract screen diagram) if the extract was successful. If the Extract failed, a message stating what happened and a condition code greater than 0 will display (see Extract failed screen diagram). Try running the extract again. If this is not successful, try starting from the beginning and creating the file again. Press the <ENTER> key at this time to return you to the Option Menu. Type a '2' in the OPTION field and press the <ENTER> key. A new screen will be displayed (see KERMIT-TSO screen diagram). At the KERMIT-TSO> prompt, type in: send PC.DOWNLOAD, then press <ENTER>. This will send your file to KERMIT. The message displayed is: KERMIT-TSO ready to send. To access KERMIT on the PC, press SHIFT-SHIFT to receive the KERMIT files. At this time, press the 'CONTROL' and 'J' keys at the same time. Then type the letter 'C.' This will put you in the local KERMIT mode. A prompt of KERMIT-MS> will be displayed.

At the KERMIT-MS> prompt, type in RECeive, dir: filename filetype.

Example: Rec c:\ download.fil



the following screen will appear:

KERMIT-MS: V229C (development for 2.30) 4 July 87  
File name: PC.DOWNLOAD as c: download.fil  
KBytes transferred: 7  
Receiving: Completed  
Number of packets: 8  
Number of retries: 1  
Last error: None  
Last warning: None

KERMIT-MS>

The file transfer process is now complete and the file now exists on your PC. Before viewing your data the PC level, please type in the letter 'C' to return you to the KERMIT-TSO> prompt. Now type in the letters 'EX.' This will then display three asterisks. Press the <ENTER> key and you are now back in the PC Download Option Menu. Enter the letter 'X' to exit TSO. This will return you to the LOGRUN Selection Menu. You may logoff at this time or go back to LOLA to continue processing.

```
-----DEFENSE LOGISTICS SERVICES CENTER-----  
PC Download Option Menu  
Date: 91/01/01 Julian: 91.001 Time: 00:00  
User: userid Dataset Prefix: userid Terminal: 3278
```

OPTION ===>

- 1 - DB2 Extract - Flat-file Build from DB2 PC-Download
- 2 - Kermit - Mainframe <=>PC File Transfer
- X - EXIT -

#### PC Download Option Menu Diagram

```
***  
*** CONDITION CODE FROM DB2-EXTRACT WAS 0  
*** NUMBER RECORDS EXTRACTED FROM DB2 INTO  
'USERID.PC.DOWNLOAD'  
WAS 000000099  
***  
***
```

#### Extract Screen Diagram

```
***  
*** CONDITION CODE FROM DB2-EXTRACT WAS 12  
*** BAD SQL-CODE RETURNED FROM SELECT .. USER_D.ATE_XREF  
*** NUMBER RECORDS EXTRACTED FROM DB2 INTO  
'USERID.PC.DOWNLOAD'  
WAS 00000000  
***  
***
```

### Extract Failed Screen Diagram

Operand must be 20-94 for SEND  
Kermit-TSO Version 4.1.002 (06/20/89)  
Enter ? for a list of valid commands

Kermit-TSO>

### Kermit TSO Screen Diagram

**Table D.1-1 AMLS PC DOWNLOAD FORMAT**

DRN	Data Element / Identifier Name	Format	Card Column
3205	SUBMITTER USERID	0008X	1-8
3202	AMLS Request Identifier	0007X	9-15
2235	Label Identifier(Service Entity)	0002X	16-17
0979	Associated Address Code	0007X	18-24
0980	Master Address Code	0006X	18-23
0985	Mailing Priority Indicator Code	0001X	25
4400	Zip Code	0010X	26-35
1282	In The Clear Mailing Address	0320X	36-355
	Mailing Address Line 1	0040X	36-75
	Mailing Address Line 2	0040X	76-115
	Mailing Address Line 3	0040X	116-155
	Mailing Address Line 4	0040X	156-195
	Mailing Address Line 5	0040X	196-235
	Mailing Address Line 6	0040X	236-275
	Mailing Address Line 7	0040X	276-315
	Mailing Address Line 8	0040X	316-355
	Filler of Spaces	0029X	356-384

## APPENDIX E

## SERVICE ENTITY PROCEDURES

**Service Entity Procedures.** This section will provide the AMLS Program Manager with the instructions necessary to add a new Service Entity (i.e., the Label Identifier) and Label Format for the new entity.

**Procedures to create a new Service Entity in AMLS.** AMLS is designed to allow for the future participation of Service Entities, such as other DoD and civil agencies, North Atlantic Treaty Organization member countries, other friendly foreign governments, as well as other departments within DLSC.

The Service Entity identifies the agency or entity to which addresses and/or distribution information belong. The Service Entity controls access to address and distribution information. The Service Entity profile is table-driven via the SERVICE\_ENTITIES table (group 482). The SERVICE\_ENTITIES table resides as part of the Master Table Repository (MTR). The table is maintained using the COTS package TABLES MS/AS.

To expand the AMLS customer base, the AMLS Program Manager will:

(1) Provide the MTR Database Administrator with the values for the following data elements for each Service Entity (see Table E.1.1-1 SERVICE\_ENTITY):

Table E.1.1-1 SERVICE ENTITY (Group 482)		
DRN	ELEMENT NAME	DESCRIPTION
2235	LBL-ID	A two position alphabetic code that designates the Service Entity who owns the data.
3281	LBL-ID-TEXT	Clear text for a valid Label Identifier (Service Entity); up to 20 characters in length
3228	LBL-FORMAT	Identifier for the physical description of the label form.
3282	LBL-ID-MA-IND	Flag to indicate whether the Label Identifier (Service Entity) processing makes use of the Master Address to Associated Address relationship; T = uses MAs; F = does not use MAs
3283	LBL-ID-DLN-IND	Flag to indicate whether the Label Identifier (Service Entity) processing makes use of the Distribution List Number (DLN) to Associated Address relationship; T = uses DLNs; F = does not use DLNs

**Table E.1.1-1 SERVICE ENTITY (Group 482)**

(2) Provide the Security Administrator with the new valid Service Entity (Label Identifier, DRN 2235). The information in step one must be added to the SERVICE-ENTITIES group before the Security Administrator will be able to add user access to the new Service Entity. The Application Security Maintenance subsystem uses this information to validate the AMLS service entity when a user is added or changed to allow AMLS access.

(3) Should the new Service Entity also require a new label format, then the DLSC AMLS Program Manager should use the Label Format Maintenance functions to set up the description for the new label format.

(4) Table E.1.1-2 shows the values in the Service Entities table for the baseline system.

Table E.1.1-2 SERVICE_ENTITIES (Group 482) Values in the Baseline System				
LBL-ID	LBL-ID-TEXT	LBL-FORMAT	LBL-ID-MA-IND	LBL-ID-DLN-IND
CG	Coast Guard	CG	F	T
DL	DLSC	DL	F	T
NV	Navy	NV	F	T
TL	Tape Library	TL	F	F

**SUPPLEMENTARY**

**INFORMATION**



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# ERRATA

Change 1  
DoD 4100.39-M

Change 1  
DoD 4100.39-M  
Volume 18

DLSC-RP  
1 October 1993

## FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 18, DoD 4100.39-M, 1 July 1993, is changed as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by bold-face italic type; deletions are as indicated in the Significant Changes paragraph below.

	<u>Remove Old</u>	<u>Insert New</u>
Table of Contents	1 and 2	1 and 2
Chapter 2	18.2-1 and 18.2-2	18.2-1 and 18.2-2
Appendix B	85 and 86	85 and 86

## II. SIGNIFICANT CHANGES

A. The page replacements are effective upon receipt.

B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for Change 9 to Volume 1.

III. This change sheet will be filed in the front of Volume 18 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR

LAURENCE E. SIMPSON  
Colonel, USMC  
Commander  
Defense Logistics Services Center

Change 1  
DoD 4100.39-M  
Volume 18

DISTRIBUTION: Defense Logistics Agency: 41, 12

Army: To be distributed in accordance with Special Distribution List.

Navy: To be distributed in accordance with Special Distribution List maintained at NPFC.

Stocked:  
Commanding Officer  
Naval Publications and Forms Center  
5801 Tabor Avenue  
Philadelphia, PA 19120

Air Force: Distribution "X"

<b>Volume/ Chapter/ Section</b>	<b>Title</b>	<b>Page/Appendix</b>
18.1	<b>GENERAL</b>	
18.1.1	General	18.1-1
18.1.2	Purpose of the End-User Manual	18.1-1
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## CHAPTER 2 SYSTEM SUMMARY

**18.2.1 System Summary.** This chapter provides a non-technical presentation of information on the overall system. Detailed technical information; i.e., how to use the Automated Mailing Labels System (AMLS) Application, is presented in other sections of this manual.

**18.2.2 Overview.** The AMLS Application is a component of an automated customer service system provided by the Defense Logistics Service Center (DLSC). The AMLS system provides the capability to produce mailing labels for product distribution. If AMLS fails, then potential distribution of DLSC products may be halted. AMLS was designed, developed, and implemented as part of an overall modernization effort at DLSC which was undertaken to address End-User considerations. These considerations include reliability, transparency where possible, seamless integration, quick response, single End-User interface, interoperability, connectivity, availability, and growth. AMLS accomplishes these tasks by providing timely responsiveness for customers, increasing reliability and performance, increasing responsiveness to change, and reducing dependence on hardcopy.

The Federal Logistics Information System (FLIS) is a centralized, large-scale, fully-integrated mainframe system. As a part of this System, AMLS provides the on-line software designed to permit easy access to volumes of information stored in the FLIS databases. AMLS provides End-Users with End-User-friendly, help-responsive, interactive screens from which data is requested and then displayed.

**18.2.3 Application Summary.** The AMLS Application provides the abilities to produce mailing labels and maintain a Product mailing list. AMLS is comprised of six subsystems:

Inquiry (MLINQM)

Update Address and Distribution (MLUPDM)

Label Request (MLLBLM)

Report Request (MLRPTM)

DLSC Program Management (MLMGTM)

Batch Processing (Authorized Users Only)

Figure 2.1.1-01 graphically shows these subsystems. AMLS interfaces with other FLIS Applications. One interface is with the Data Retrieval (DR) Application to print labels as required. AMLS also interfaces with Information Dissemination (ID) to print labels on a regular cycle and schedule basis. The third interface is with LOGRUN for customer service information.

a. **Inquiry Subsystem.** This subsystem allows the End-User to access the logistics database to acquire information concerning Master Addresses (MAs), Associated Addresses (AAs), Product Distribution, and to view an address in label format. While employing the Inquiry subsystem, the End-User has the following data access options.

- (1) Display DLN Information
- (2) Display Specific DLN
- (3) Display Master Address (MA)
- (4) Display Associated Address (AA)
- (5) Display Address by Text Search

Instructional information for the Inquiry Subsystem is explained in Chapter 4 of this manual.

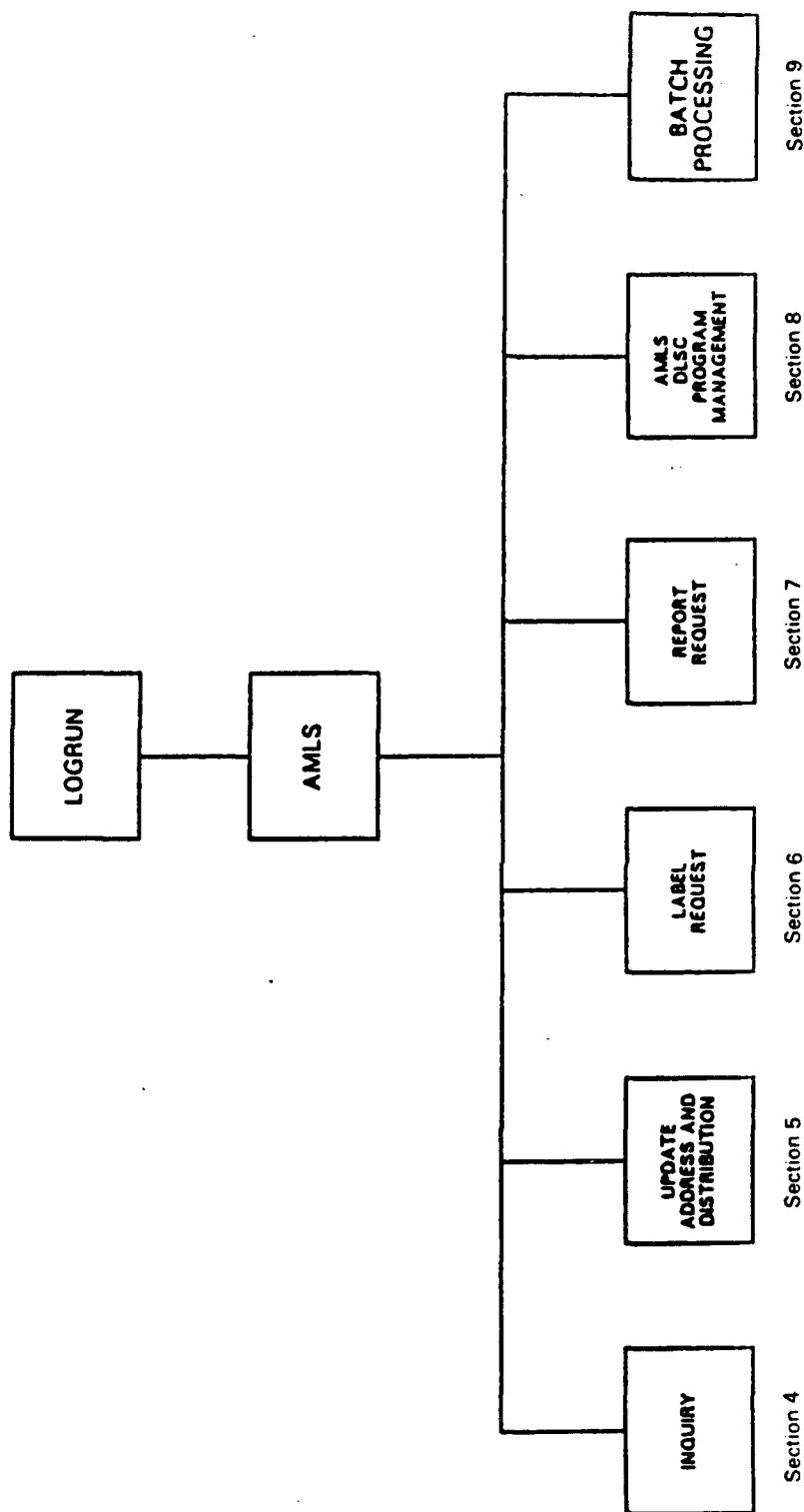
b. **Update Address and Distribution Information Subsystem.** This subsystem provides the End-User with the capability to access the AMLS portion of the Logistics database to add, modify, or delete individual MAs, AAs, and Product Distribution information. While employing the Update subsystem, the End-User has the option to add, modify, or delete data as follows:

- (1) Update Master Address
- (2) Update Associated Address
- (3) Update Distribution
- (4) Global Change

The Update Subsystem is explained in Chapter 5 of this manual.

c. **Label Request Subsystem.** This subsystem provides the End-User with the capability to update the AMLS Request Parameter database. By updating the parameters, the End-User states the information required to produce standard or tailored labels as needed. While employing the on-line Label Request subsystem, the End-User has the following options:

- (1) Display Status of Requests
- (2) Enter a Request for Standard Labels
- (3) Delete a Request for Standard Labels
- (4) Enter a Request for Tailored Labels



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Figure 2.1.1-01 AMLS Application Overview

**B.62 MLTRPU - Enter Tailored Report Field Definitions.**

SCRNCD: MLTRPU  
USERID: XXXXXXXX

MAILING LABEL SYSTEM  
ENTER TAILORED REPORT FIELD DEFINITIONS

DATE: XXXXXXXX  
TIME: XXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TITLE LINE 1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
TITLE LINE 2 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

	ROW -	COL		ROW -	COL
MA/AA	XX	X	LBL ID	XX	X
MLNG PIC	XX	X	IN THE CLEAR ADRS LINE 1	XX	X
IN THE CLEAR ADRS LINE 2	XX	X	IN THE CLEAR ADRS LINE 3	XX	X
IN THE CLEAR ADRS LINE 4	XX	X	IN THE CLEAR ADRS LINE 5	XX	X
IN THE CLEAR ADRS LINE 6	XX	X	IN THE CLEAR ADRS LINE 7	XX	X
IN THE CLEAR ADRS LINE 8	XX	X	ZIP CODE	XX	X

DLN		X		DLN TITLE X		DLN QUANTITY		X	
F1=HELP	F2=CLEAR SCR	F3=PREV MENU	F4=MAIN MENU	F5=	F6=PROCESS	F7=	F8=	F9=	F10=MOCKUP
F7=	F8=	F9=	F10=MOCKUP	F11=	F12=				

- a. **Screen Explanation.** This screen has the ability to perform/support the following functions:
- (1) Enter custom field definitions for the report.
  - (2) Access the Help information for on-line screens. Access the Help information for screen input fields.
- b. **Field Entry Requirements.** The fields listed below require the End-User to enter information. Other fields shown on the screen are display-only fields and will display data based on the entries made.

**MLTRPU Field Entry Requirements**

- (1) **Field Name:** Title Line 1  
**Entry Requirement:** Mandatory input field  
**Valid Entries:** Any user-defined text; punctuation is allowed; up to 60 characters long.  
**Results:** Text will appear as the first line of the report title on the Tailored Report.
- (2) **Field Name:** Title Line 2  
**Entry Requirement:** Optional input field  
**Valid Entries:** Any user-defined text; punctuation is allowed; up to 60 characters long.  
**Results:** Text will appear as the second line of the report title on the Tailored Report.
- (3) **Field Name:** MA/AA ROW  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1 - 12. They must be numeric.  
**Results:** Specifies the relative row on which the MA/AA Code will be printed on the tailored report.
- (4) **Field Name:** MA/AA COL  
**Entry Requirement:** Optional input field; Mandatory if MA/AA ROW entered.  
**Valid Entries:** 1 - 3; MA/AA ROW & COL cannot overlap with any ADRS LINE ROW/ COLs.  
**Results:** Specifies the relative column in which the MA/AA Code will be printed on the tailored report.
- (5) **Field Name:** LBL ID ROW  
**Entry Requirement:** Optional input field  
**Valid Entries:** 1 - 12. They must be numeric.  
**Results:** Specifies the relative row number on which the Label Identifier is printed.
- (6) **Field Name:** LBL ID COL  
**Entry Requirement:** Optional input field; mandatory if LBL ID ROW entered.

- |      |                    |                                                                                                              |
|------|--------------------|--------------------------------------------------------------------------------------------------------------|
|      | Valid Entries:     | 1 - 3.                                                                                                       |
|      | Results:           | Specifies the relative column in which the MA/AA Code will be printed on the tailored report.                |
| (7)  | Field Name:        | MLNG PIC ROW                                                                                                 |
|      | Entry Requirement: | Optional input field                                                                                         |
|      | Valid Entries:     | 1 - 12. They must be numeric.                                                                                |
|      | Results:           | Specifies the relative row on which the MA/AA Code will be printed on the tailored report.                   |
| (8)  | Field Name:        | MLNG PIC COL                                                                                                 |
|      | Entry Requirement: | Optional input field; mandatory if MLNG PIC ROW is entered.                                                  |
|      | Valid Entries:     | 1 - 3; MLNG PIC ROW & COL cannot overlap with any ADRS LINE ROW/ COLs.                                       |
|      | Results:           | Specifies the relative column in which the MA/AA Code will be printed on the tailored report.                |
| (9)  | Field Name:        | IN THE CLEAR ADRS LINE 1 - 8 ROW                                                                             |
|      | Entry Requirement: | Optional input field, at least one must be entered                                                           |
|      | Valid Entries:     | 1 - 12. They must be numeric.                                                                                |
|      | Results:           | Specifies the relative row on which the IN THE CLEAR ADRS code will be printed on the tailored report.       |
| (10) | Field Name:        | IN THE CLEAR ADRS LINE 1 - 8 COL                                                                             |
|      | Entry Requirement: | Optional input field, at least one must be entered                                                           |
|      | Valid Entries:     | 1 - 3; one IN THE CLEAR ADRS LINE ROW & COL cannot overlap another ROW & COL.                                |
|      | Results:           | Specifies the relative column in which the IN THE CLEAR ADRS will be printed on the tailored report.         |
| (11) | Field Name:        | ZIP CODE ROW                                                                                                 |
|      | Entry Requirement: | Optional input field, at least one must be entered.                                                          |
|      | Valid Entries:     | 1 - 12.                                                                                                      |
|      | Results:           | Specifies the relative row that the ZIP CODE will be printed on the tailored report.                         |
| (12) | Field Name:        | ZIP CODE SEQ                                                                                                 |
|      | Entry Requirement: | Optional input field, at least one must be entered.                                                          |
|      | Valid Entries:     | 1 - 3                                                                                                        |
|      | Results:           | Specifies the relative row that the ZIP CODE SEQ will be printed on the tailored report.                     |
| (13) | Field Name:        | INCLUDE DLN                                                                                                  |
|      | Entry Requirement: | Mandatory input field                                                                                        |
|      | Valid Entries:     | Y or N                                                                                                       |
|      | Results:           | Specifies whether to include or to exclude the DLN from the distribution information on the tailored report. |
| (14) | Field Name:        | INCLUDE DLN TITLE                                                                                            |
|      | Entry Requirement: | Mandatory input field                                                                                        |
|      | Valid Entries:     | Y or N                                                                                                       |
|      | Results:           | Specifies whether to include or to exclude the DLN Product Title from the tailored report.                   |
| (15) | Field Name:        | INCLUDE DLN QUANTITY                                                                                         |
|      | Entry Requirement: | Mandatory input field                                                                                        |